

Account Update Acknowledgment

Date: [Insert Date]

[Your Institution's Name]

[Your Institution's Address]

[City, State, Zip Code]

Dear [Customer's Name],

We are writing to acknowledge the receipt of your request to update your account information with us. Your account number [**Account Number**] has been successfully updated as per your instructions.

If you have any questions or need further assistance, please do not hesitate to contact our customer service team at [Customer Service Phone Number] or [Customer Service Email Address].

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Institution's Name]