

Account Alteration Recognition

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to confirm the alteration of your account, as per your request received on [Insert Request Date]. The details of the changes are as follows:

- **Account Number:** [Insert Account Number]
- **Previous Information:** [Insert Previous Information]
- **New Information:** [Insert New Information]
- **Effective Date:** [Insert Effective Date]

If you have any questions or require further assistance, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Contact Information]