

# Account Change Verification

Date: [Insert Date]

Dear [Recipient's Name],

We are writing to inform you that we have received a request to change your account information.

Please verify your account change by confirming the following details:

- Account Holder Name: [Insert Name]
- New Email Address: [Insert New Email]
- New Phone Number: [Insert New Phone Number]

If you did not submit this request, please contact us immediately at [Insert Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Company Name]

[Your Company Address]

[Your Company Phone Number]

[Your Company Email]