Donor Profile Revision Inquiry

Date: [Insert Date]

To: [Donor's Name]

[Donor's Address]

Dear [Donor's Name],

I hope this message finds you well. We appreciate your generous support and commitment to [Organization Name]. Maintaining accurate donor profiles is essential for us to keep you informed and engaged.

We are currently in the process of reviewing our donor profiles and noticed that there may be some outdated information regarding your profile. We kindly request your assistance in verifying and updating the following details:

- **Name:** [Current Name]
- **Email:** [Current Email]
- **Phone Number:** [Current Phone]
- **Mailing Address:** [Current Address]

If any of the above information requires updating, please provide the correct details at your earliest convenience. Your timely response will help us to continue delivering accurate communications and making our partnership stronger.

Thank you for your attention to this matter. If you have any questions or need assistance, please do not hesitate to contact us at [Your Contact Information].

Sincerely,

[Your Name]

[Your Title]

[Organization Name]

[Organization Contact Information]