Request for Donor Details Update

Date: [Insert Date]

[Donor's Name]

[Donor's Address]

[City, State, Zip Code]

Dear [Donor's Name],

We hope this message finds you well. As part of our efforts to maintain accurate records and improve our communication, we kindly request your assistance in updating your donor details.

Please provide us with any changes to your contact information, including your phone number, email address, and mailing address, if applicable. Your support is vital to our mission, and we want to ensure that we can reach you easily for important updates and invitations.

You can reply to this email or contact us directly at [Your Contact Information]. Your prompt response would be greatly appreciated.

Thank you for your continued support!

Sincerely,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]