

# Dear [Donor's Name],

We hope this message finds you well. We are reaching out to ensure that our records are up-to-date and accurate, allowing us to maintain effective communication with you.

## Updates Needed:

- **Contact Information:** Please confirm if your address, phone number, and email are current.
- **Donation Preferences:** If your donation preferences have changed, kindly let us know.
- **Recognition Preferences:** Would you like to update how you would like to be recognized in our publications?

Your support is vital to our mission, and we want to ensure that you receive all the information you wish. Please reply to this email or contact us at [Contact Information].

Thank you for your continued generosity and support!

Sincerely,  
[Your Organization's Name]