

Amendment to Customer Details

Date: [Insert Date]

To: [Customer's Name]

[Customer's Address]

[City, State, Zip]

Dear [Customer's Name],

We are writing to inform you of an amendment to your customer details as requested. Below are the updated details:

Updated Customer Information

Name: [Updated Name]

Address: [Updated Address]

Phone Number: [Updated Phone Number]

Email: [Updated Email]

Please review the information provided above. If you have any questions or require further assistance, feel free to contact us at [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[Phone Number]

[Email]