

Customer Account Information Revision

Date: [Insert Date]

To: [Customer Name]

[Customer Address]

[City, State, Zip Code]

Dear [Customer Name],

We hope this message finds you well. We are reaching out to inform you that we have updated your account information as requested. Below are the details of your revised account:

Account Information

Account Number: [Account Number]

Email Address: [New Email Address]

Phone Number: [New Phone Number]

Billing Address: [New Billing Address]

If you notice any discrepancies or have further changes to make, please do not hesitate to contact us at [Customer Service Phone Number] or [Customer Service Email].

Thank you for being a valued customer.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]