

# Customer Information Update Request

Date: [Insert Date]

To: [Company Name]

Address: [Company Address]

Dear [Customer Service Team/Recipient's Name],

I hope this message finds you well. I am writing to formally request an update to my customer information associated with my account.

My account details are as follows:

- Full Name: [Your Full Name]
- Account Number: [Your Account Number]
- Email Address: [Your Current Email]
- Phone Number: [Your Current Phone Number]

Below are the updated details that need to be changed:

- New Email Address: [Your New Email]
- New Phone Number: [Your New Phone]
- New Address: [Your New Address]

Please let me know if you require any further information to process my request. I appreciate your attention to this matter and look forward to your prompt response.

Thank you.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]

[Your Contact Information]