

Request to Modify Customer Information

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request a modification to my customer information currently held in your records. My details are as follows:

Customer ID: [Insert Customer ID]
Current Information:
- Name: [Current Name]
- Address: [Current Address]
- Phone Number: [Current Phone Number]
- Email: [Current Email]

Please update my information to the following:

Updated Information:
- Name: [New Name]
- Address: [New Address]
- Phone Number: [New Phone Number]
- Email: [New Email]

Thank you for your assistance.

Sincerely,
[Your Name]