

# Revision of Customer Information

Date: [Insert Date]

[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 are in the process of updating our records and would like to ensure that your customer information is accurate and up to date.

Please review the information below and let us know if any changes are needed:

- Name: [Insert Current Name]
- Email: [Insert Current Email]
- Phone Number: [Insert Current Phone Number]
- Address: [Insert Current Address]

If you need to revise any of this information, please reply to this email or contact us at [Insert Contact Information] by [Insert Deadline].

Thank you for your attention to this matter. We appreciate your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Contact Information]