

Notification of Change of Personal Information

Date: [Insert Date]

Dear [Member's Name],

We hope this message finds you well. We are writing to inform you that there has been a change in your personal information associated with your membership.

Updated Information:

Previous Information:

- Name: [Previous Name]
- Email: [Previous Email]
- Phone Number: [Previous Phone Number]

New Information:

- Name: [New Name]
- Email: [New Email]
- Phone Number: [New Phone Number]

If you did not authorize this change or if any details are incorrect, please contact us immediately at [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Organization's Name]