

Dear [Partner's Name],

I hope this message finds you well. We are in the process of updating our records and would like to ensure that we have your most current contact information on file.

Please provide us with the following details:

- Full Name:
- Company Name:
- Email Address:
- Phone Number:
- Mailing Address:

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]