

Request to Revise Partner Contact Records

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a revision of the contact records for our partnership, in order to ensure that we maintain accurate and up-to-date information.

We have recently identified some discrepancies in the existing records and would like to provide the following updated information:

- Current Contact Name: [New Name]
- Title: [New Title]
- Email: [New Email Address]
- Phone Number: [New Phone Number]
- Address: [New Address]

We value our partnership and believe that maintaining accurate records is essential for effective communication. Please let us know if you require any further information or documentation to process this request.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization Name]

[Your Phone Number]

[Your Email Address]