

Modified Statement Dispatch

Date: [Insert Date]

To,

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to inform you that your statement has been modified. Enclosed you will find the updated version of your statement reflecting the recent changes.

Details of the modifications are as follows:

- [Detail 1]
- [Detail 2]
- [Detail 3]

Please review the updated statement carefully. If you have any questions or concerns, do not hesitate to reach out to us.

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Position]
[Your Company]
[Your Company Address]
[City, State, Zip Code]
[Your Contact Information]