

Update on Your Leaseholder Records

Dear [Leaseholder's Name],

We hope this message finds you well. We are writing to inform you of an update regarding your leaseholder records associated with [Property Address].

As part of our ongoing commitment to maintain accurate and up-to-date records, we have recently completed a review of our leaseholder database. We would like to confirm that the following information is correct:

- **Name:** [Leaseholder's Full Name]
- **Lease Start Date:** [Lease Start Date]
- **Lease End Date:** [Lease End Date]
- **Property Address:** [Property Address]

If any of the information listed above is incorrect or if you have any additional updates, please do not hesitate to contact us at [Contact Information].

Thank you for your attention to this matter. We appreciate your cooperation.

Sincerely,
[Your Name]
[Your Position]
[Company Name]
[Company Contact Information]