

Client Account Confirmation Request

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

[Client's Name]

[Client's Position]

[Client's Company]

[Client's Address]

[City, State, ZIP Code]

Dear [Client's Name],

We are writing to kindly request confirmation of the details regarding your account with us. Ensuring that we have accurate and up-to-date information is crucial for providing you with the best possible service.

Please confirm the following details:

- Account Number: [Account Number]
- Account Type: [Account Type]
- Registered Email: [Registered Email]
- Contact Number: [Contact Number]

If any of the above details require correction, please provide the updated information at your earliest convenience.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]