

# Client Information Confirmation

Dear [Client's Name],

Thank you for choosing [Your Company Name]. We are writing to confirm the information we have on file regarding your account. Please review the details below:

## Client Information

**Name:** [Client's Full Name]

**Address:** [Client's Address]

**Email:** [Client's Email]

**Phone Number:** [Client's Phone Number]

**Account Number:** [Client's Account Number]

## Verification Details

If any of the above information is incorrect or if you would like to update your details, please contact us at [Your Company's Contact Information] or reply to this email.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Phone Number]

[Your Company Email]