

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Phone Number]  
[Your Email]

[Date]

[Recipient Name or Department]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

**Re: Account Number [Your Account Number]**

Dear [Contact Person Name or Customer Service],

I am writing to formally request an update to my account information and to submit a partial payment toward my outstanding balance.

First, please update my contact information in your records as follows:

- Current Address: [Insert New Address]
- Current Phone: [Insert New Phone Number]
- Current Email: [Insert New Email Address]

Second, please find enclosed a payment of \$[Amount] toward my current balance. I am making this payment in good faith while I work toward settling the remaining amount. Please apply this payment to my account immediately and send a written validation of the remaining balance once this transaction has been processed.

Please confirm in writing that my account details have been updated and that this partial payment has been received.

Thank you for your assistance.

Sincerely,

[Your Signature]

[Your Printed Name]