

[Your Name]
[Your Title]
[Your Company]
[Date]

[Recipient Name]
[Recipient Title]
[Recipient Company]

Subject: Missing Contact Details - [Project Name/Account Name]

Dear [Recipient Name],

I hope you are having a productive week.

I am currently updating our records for [Project/Account Name], and I noticed that we are missing some of your contact details. To ensure that our communication remains seamless, could you please provide the following information:

- [Required Info e.g., Direct Phone Number]
- [Required Info e.g., Alternative Email Address]
- [Required Info e.g., Physical Mailing Address]

Please reply to this email with the details at your earliest convenience. Thank you for your assistance.

Best regards,

[Your Name]
[Your Phone Number]
[Your Email Address]