

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Subject: Confirmation of Contact Information Update

Dear [Customer Name],

This letter is to confirm that we have successfully updated your contact information in our records as requested.

Moving forward, we will use these details for all correspondence regarding your account and our services. Please review the updated information below to ensure everything is correct:

- **Email Address:** [New Email Address]
- **Phone Number:** [New Phone Number]
- **Mailing Address:** [New Mailing Address]

If any of this information is incorrect, or if you did not authorize this change, please contact our support team immediately at [Phone Number] or via email at [Support Email Address].

Thank you for keeping your profile up to date. We look forward to continuing our relationship with you.

Best regards,

[Your Name/Company Name]

[Department Name]

[Website URL]