

[Your Name]
[Your Job Title]
[Your Company Name]
[Your Phone Number]
[Your Email Address]

[Date]

RE: Client Contact Information Record

Dear [Client Name],

Thank you for choosing [Company Name]. To ensure our records are accurate and to provide you with the best possible service, please verify or provide the contact information listed below:

- **Full Name:** [Client Name]
- **Company Name:** [Client Company Name (if applicable)]
- **Primary Phone Number:** [Client Phone Number]
- **Email Address:** [Client Email Address]
- **Billing Address:** [Street, City, State, Zip Code]
- **Preferred Method of Contact:** [Email/Phone/Text]

Please let us know if any of the above details need to be updated. If you have any questions, feel free to reach out to us at [Your Phone Number].

Sincerely,

[Your Signature]
[Your Typed Name]