[Date]

[Client Name]
[Client Address]
[City, State, Zip Code]

Subject: Request for Updated Contact Information

Dear [Client Name],

We are currently auditing our records to ensure that our contact information for all clients is accurate and up to date. Having your current details allows us to provide you with timely updates, important notifications, and high-quality service.

Please take a moment to review and provide the following information:

- Primary Phone Number: _____
- Secondary Phone Number: _____
- Email Address: _____
- Current Mailing Address: _____
- Preferred Method of Contact: [ ] Email [ ] Phone [ ] Mail

You can return this information by replying to this email, calling us at [Your Phone Number], or returning this letter by mail to the address listed below.

Thank you for your cooperation and for your continued business.

Sincerely,

[Your Name/Signature]
[Your Job Title]
[Your Company Name]
[Your Company Address]