[Date]

[Financial Institution Name]
[Lienholder Department]
[Address]
[City, State, Zip Code]

RE: Notice of Lienholder Information Update / Correction

To Whom It May Concern,

This letter is to formally request an update to the lienholder information regarding the following account/vehicle:

- **Account Number:** [Account Number]
- **Borrower Name:** [Full Name on Account]
- **Vehicle Year/Make/Model:** [Year/Make/Model]
- **Vehicle Identification Number (VIN):** [17-Digit VIN]

Please update your records to reflect the following information:

[Select/Edit as applicable]:

- Change of Mailing Address for Titles
- Correction of Corporate Name
- Assignment of Interest to a Successor Institution

New Lienholder Details:

[New Lienholder Name]
[New Address/PO Box]
[City, State, Zip Code]
[Lienholder ID / ELT Number (if applicable)]

Please confirm once these changes have been processed. If additional documentation is required to finalize this update, please contact me at [Phone Number] or [Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Signature]
[Printed Name]
[Title/Department]