

Quick Email Template

Subject: Update Request " Name and Address

Hi [Recipient Name],

I would like to request a change of my details in your records. My new name is [New Name] and my updated address is [New Address].

Kindly update the records and confirm via email.

Best regards,

[Your Name]

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<https://www.lettersandtemplates.com/letters/name-or-address-change-request-letter>