

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Broker's Name]  
[Broker's Company Name]  
[Broker's Address]  
[City, State, Zip Code]

Subject: Notification of Account Changes

Dear [Broker's Name],

I hope this message finds you well.

I am writing to formally notify you of changes to my trading account with [Broker's Company Name], account number [Your Account Number].

The following changes are to be made:

1. [Specify the first change, e.g., change of contact information]
2. [Specify the second change, if applicable]
3. [Continue listing any additional changes]

Please update my account accordingly and confirm once the changes have been made. Should you require any further information or documentation to process these changes, please do not hesitate to contact me.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]