

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

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

Dear [Recipient's Name],

Subject: Update of QuickBooks Online Account Details

I hope this message finds you well. I am writing to request an update to the account details associated with my QuickBooks Online account.

Account Information:

- Current Account Name: [Your Current Account Name]
- Email associated with the account: [Your Email Address]
- New Details:
 - New Account Name: [New Account Name]
 - New Email Address: [New Email Address]
 - [Any other details that need updating]

Please let me know if you require any additional information to process this request. I appreciate your prompt attention to this matter and look forward to your confirmation of the updates.

Thank you for your assistance.

Sincerely,
[Your Name]