

Notification of Email Address Change

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you that I have recently changed my email address from [old email address] to [new email address].

Please update your records accordingly. For any future correspondence, kindly use my new email address.

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Phone Number]

[Your Position, if applicable]