

Dear [Media Contact's Name],

I hope this message finds you well. I am writing to request an update to the media contact information we have on file for [Your Organization's Name].

We have recently made some changes to our team, and I want to ensure that you have the most current contact information for any future communications.

Here are the updated details:

- Name: [New Contact Name]
- Title: [New Contact Title]
- Email: [New Email Address]
- Phone: [New Phone Number]

Thank you for your attention to this matter. Please let me know if you need any additional information.

Best regards,

[Your Name]

[Your Title]

[Your Organization's Name]

[Your Email Address]

[Your Phone Number]