

Request for Media Directory Revision

[Your Name]

[Your Position]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a revision of the media directory currently in use by [mention the specific media directory]. It has come to my attention that some information is outdated and may not accurately reflect our organization.

Specifically, I would like to update the following details:

- Organization Name: [New Organization Name]
- Contact Person: [New Contact Person]
- Email: [New Email Address]
- Phone Number: [New Phone Number]
- Address: [New Address]

Updating this information will ensure that our organization is accurately represented and can be contacted easily for any relevant inquiries. Please let me know if you require any further information or documentation to facilitate this update.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]