

Contact Information Update Request

Dear [Customer Service Team],

I hope this message finds you well. I am writing to request an update to my contact information associated with my new customer account.

Please find my current information below:

- **Full Name:** [Your Full Name]
- **Email Address:** [Your Current Email]
- **Phone Number:** [Your Current Phone Number]

I would like to update my contact information to the following:

- **New Email Address:** [Your New Email]
- **New Phone Number:** [Your New Phone Number]

Please let me know if you need any further information to process this request.

Thank you for your assistance.

Best regards,

[Your Name]

[Your Address]

[Your City, State, Zip Code]

[Your Account Number]