

Notification of Creditor Contact Revision

Date: [Insert Date]

To: [Creditor's Name]

Address: [Creditor's Address]

Dear [Creditor's Name],

This letter serves to notify you of a recent revision regarding our contact information.

Effective immediately, please update your records with the following new contact details:

- New Contact Person: [New Contact Person's Name]
- Phone Number: [New Phone Number]
- Email Address: [New Email Address]
- Mailing Address: [New Mailing Address]

We appreciate your prompt attention to this matter and thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[Your Phone Number]

[Your Email Address]