

# Notification of New Contact Details

Dear [Insurance Company Name],

We are writing to inform you of our updated contact details for our business insurance policy.

## **New Contact Information:**

**Company Name:** [Your Company Name]

**Contact Person:** [Your Name]

**Phone Number:** [New Phone Number]

**Email Address:** [New Email Address]

**Mailing Address:**

[New Mailing Address]

We appreciate your attention to this matter and look forward to continuing our partnership.

Thank you,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Phone Number]

[Your Company Email Address]