

Letter of Amendment to Charity Contact Details

Date: [Insert Date]

[Your Name]
[Your Position]
[Charity Name]
[Charity Address]
[City, State, Zip Code]

[Recipient Name]
[Recipient Position]
[Recipient Organization]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

We are writing to inform you of amendments to the contact details for [Charity Name]. Please note the following updated information:

- **New Phone Number:** [Insert New Phone Number]
- **New Email Address:** [Insert New Email Address]
- **New Mailing Address:** [Insert New Mailing Address]

We kindly ask you to update your records accordingly. Should you have any questions or require further information, please do not hesitate to contact us at the new email address or phone number provided above.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]
[Your Position]
[Charity Name]