

Notice of Change of Contact Information

Date: [Insert Date]

To Whom It May Concern,

We are writing to inform you of a change in the contact information for [Charity Name], effective immediately.

Previous Contact Information:

- Phone: [Old Phone Number]
- Email: [Old Email Address]
- Address: [Old Address]

New Contact Information:

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

Thank you for updating your records. If you have any questions, please feel free to contact us using our new contact information.

Sincerely,

[Your Name]

[Your Position]

[Charity Name]

[New Phone Number]

[New Email Address]