

# Charity Organization Update

Date: [Insert Date]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you of an important update regarding our charity organization.

## **New Address**

[New Address Line 1]

[New Address Line 2]

[City, State, Zip Code]

## **New Phone Number**

[New Phone Number]

Please update your records accordingly. We appreciate your continued support and commitment to our cause.

Thank you for being a valuable part of our community!

Sincerely,

[Your Name]

[Your Position]

[Charity Organization Name]

[Charity Organization Email]