

# Charity Communication Details Revision

Dear [Recipient's Name],

I hope this message finds you well. We are reaching out to revise and update our communication details for the upcoming charity event.

## Updated Communication Details:

- **Contact Person:** [New Contact Name]
- **Email:** [New Email Address]
- **Phone Number:** [New Phone Number]
- **Event Date:** [Updated Event Date]
- **Location:** [Updated Location]

We appreciate your understanding and support as we make these adjustments. If you have any questions or need further details, please feel free to reach out to us.

Thank you for your continued dedication to our cause.

Best regards,  
[Your Name]  
[Your Position]  
[Charity Name]  
[Charity Contact Information]