

# Charity Contact Information Modification Request

To Whom It May Concern,

I hope this message finds you well. I am writing to request an update to the contact information associated with our charity, [Charity Name].

Current Contact Information:

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

New Contact Information:

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

We kindly ask that you update your records accordingly. If you require any additional information or documentation to process this request, please do not hesitate to contact me at [Your Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Charity Name]

[Charity Phone Number]

[Charity Email]