

Notification of Charity Contact Updates

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you of some important updates regarding our contact information for [Charity Name].

Updated Contact Information

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

We kindly ask you to update your records to ensure continued communication and support. If you have any questions or require further assistance, please do not hesitate to reach out to us.

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Position]

[Charity Name]

[Charity Phone Number]

[Charity Email Address]