

Revised Contact Information

Dear [Recipient's Name],

We hope this message finds you well. We are reaching out to inform you of our updated contact information for [Charity Name]. Please take note of the changes below:

New Contact Information

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

We encourage you to update your records accordingly. We appreciate your support and understanding as we make these changes to better serve our community.

Thank you for your continued support!

Sincerely,
[Your Name]
[Your Position]
[Charity Name]