

Update on Charity Organization Contact Information

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you of an update regarding our charity organization, [Charity Name]. Please find the new contact details below:

- **Contact Person:** [New Contact Name]
- **Phone Number:** [New Phone Number]
- **Email Address:** [New Email Address]
- **Office Address:** [New Office Address]

If you have any questions or need further assistance, please feel free to reach out to us using the updated contact information.

Thank you for your continued support!

Sincerely,
[Your Name]
[Your Title]
[Charity Name]