

# Urgent Communication: Contact Change

Date: [Insert Date]

To Whom It May Concern,

We hope this message finds you well. We are writing to inform you of an important update regarding our franchise communication contacts.

Effective immediately, please direct all correspondence to:

Name: [New Contact Name]

Position: [New Contact Position]

Email: [New Contact Email]

Phone: [New Contact Phone Number]

We apologize for any inconvenience this change may cause and appreciate your prompt attention to update our records.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Franchise Name]

[Your Contact Information]