

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Recipient's Name
Recipient's Position
Company/Organization Name
Address
City, State, Zip Code

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the process of updating my contact information in your records. I wish to ensure that you have the most recent details to facilitate timely communication.

Currently, my contact information is listed as follows:

[Old Contact Information]

Please find my updated contact details below:

[New Contact Information]

If there are any forms or additional steps I need to complete in order to update my information, please let me know. Thank you for your assistance.

Best regards,

[Your Name]