

Notification of Updated Personal Contact Data

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

I am writing to inform you that I have recently updated my personal contact information. Please find the updated details below:

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

If you have any questions or require further information, please do not hesitate to reach out.

Thank you for updating your records accordingly.

Sincerely,

[Your Name]

[Your Position, if applicable]

[Your Company/Organization, if applicable]

[Your Contact Information]