

Subject: Request to Update Work Contact Information

Dear [Manager's Name],

I hope this message finds you well. I am writing to request an update to my contact information on file. Due to [reason for updating, e.g., a recent move, a change in phone number], I would like to provide you with my new details:

- New Phone Number: [Your New Phone Number]
- New Email Address: [Your New Email Address]

Thank you for your attention to this matter. Please let me know if you need any further information.

Best regards,

[Your Name]

[Your Job Title]

[Your Department]

[Your Company]

[Your Current Contact Information]