

Revised Personal Contact Information

Date: [Insert Date]

To: [HR Manager's Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [HR Manager's Name],

I hope this message finds you well. I am writing to update my personal contact information for your records.

Full Name: [Your Full Name]

Phone Number: [Your New Phone Number]

Email Address: [Your New Email Address]

Home Address: [Your New Home Address]

Please let me know if you require any further information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Department]