

Vendor Contact Information Refresh Request

Dear [Vendor Name],

We hope this message finds you well. As part of our ongoing efforts to maintain accurate and up-to-date vendor records, we kindly request that you provide us with your current contact information.

Please take a moment to review and update the following details:

- **Company Name:** [Your Company Name]
- **Contact Person:** [Your Contact Name]
- **Email Address:** [Your Email Address]
- **Phone Number:** [Your Phone Number]
- **Mailing Address:** [Your Mailing Address]

We appreciate your prompt attention to this matter. Please reply to this email with the updated information by [Due Date].

Thank you for your cooperation!

Best regards,
[Your Name]
[Your Job Title]
[Your Company Name]
[Your Contact Information]