

# Vendor Information Change Request

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Contact: [Vendor Contact Name]

Email: [Vendor Email]

Dear [Vendor Contact Name],

We are writing to formally request a change to our vendor information on file. Please find the details below:

## Current Information

Company Name: [Current Company Name]

Address: [Current Address]

Phone: [Current Phone Number]

Email: [Current Email]

## Updated Information

Company Name: [New Company Name]

Address: [New Address]

Phone: [New Phone Number]

Email: [New Email]

Please update your records accordingly and confirm once the changes have been made. If you require any further information to process this request, do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]