

Urgent: Revision of Contact Information

Date: [Insert Date]

To: [Vendor Name]

From: [Your Company Name]

Subject: Urgent Update Required for Contact Information

Dear [Vendor Name],

We hope this message finds you well. We are reaching out to request an urgent revision of your contact information in our records. Accurate contact details are essential for ensuring smooth communication and business operations.

Current Contact Information:

- Contact Person: [Current Contact Name]
- Email: [Current Email]
- Phone Number: [Current Phone Number]
- Address: [Current Address]

Please provide the updated details:

- Contact Person: [New Contact Name]
- Email: [New Email]
- Phone Number: [New Phone Number]
- Address: [New Address]

We appreciate your immediate attention to this matter. Please reply to this email or contact us at [Your Phone Number] with the updated information by [Deadline Date].

Thank you for your cooperation!

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]