

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Title]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request your assistance in providing me with your updated contact details. This information is important for maintaining effective communication and ensuring that our correspondence is current.

If you could kindly provide your preferred phone number and email address at your earliest convenience, I would greatly appreciate it.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,  
[Your Name]