

Inquiry for New Contact Information

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about your current contact information, as it seems I may not have the most updated details.

Could you please provide me with your new phone number and email address at your earliest convenience? This will ensure that we can stay in touch without any interruptions.

Thank you for your assistance, and I look forward to hearing from you soon.

Sincerely,

[Your Name]