

Request for Current Contact Information

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company/Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to kindly request your current contact information to ensure that our records are up-to-date. This will facilitate any future communications and collaborations between us.

Could you please provide your current phone number and email address at your earliest convenience? Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Your Company/Organization Name]

[Your Contact Information]