

Correction of Contact Details

Date: [Insert Date]

[Recipient Name]

[Recipient Title]

[Association Name]

[Association Address]

Dear [Recipient Name],

We are writing to inform you of a correction to our association's contact details. Please find the updated information below:

Updated Contact Details

Name: [Association Name]

Address: [New Address]

Phone: [New Phone Number]

Email: [New Email Address]

We apologize for any inconvenience this may have caused and appreciate your understanding in this matter.

Thank you for your attention to this correction.

Sincerely,

[Your Name]

[Your Title]

[Association Name]

[Your Contact Information]