

# Group Members Contact List Revision

Date: [Insert Date]

To: [Insert Group Name/Group Leader]

From: [Your Name]

Subject: Revision of Group Members Contact List

Dear [Group Name/Leader],

Please find below the revised contact list for our group members:

<b>Name</b>	<b>Email</b>	<b>Phone Number</b>
[Member 1 Name]	[Member 1 Email]	[Member 1 Phone]
[Member 2 Name]	[Member 2 Email]	[Member 2 Phone]
[Member 3 Name]	[Member 3 Email]	[Member 3 Phone]

If you have any further revisions or additions, please let me know by [insert deadline].

Thank you!

Best regards,

[Your Name]

[Your Position, if applicable]

[Your Contact Information]