

# Notification of Change in Critical Contact Information

Date: [Insert Date]

To: [Reseller's Name]

From: [Your Company Name]

Subject: Update of Critical Contact Information

Dear [Reseller's Name],

We are writing to inform you of an important update regarding our critical contact information, effective immediately. Please find the updated details below:

## **New Contact Information:**

**Contact Name:** [New Contact Name]

**Email Address:** [New Email Address]

**Phone Number:** [New Phone Number]

**Office Address:** [New Office Address]

We kindly request you to update your records accordingly. For any inquiries or further assistance, please do not hesitate to reach out to us at the new contact details provided above.

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]