

Urgent: Update of Contact Information

Dear [Reseller Name],

We hope this message finds you well. We are writing to inform you of an important update regarding your contact information in our system.

Current Contact Information:

Name: [Current Name]

Phone: [Current Phone Number]

Email: [Current Email Address]

New Contact Information:

Name: [New Name]

Phone: [New Phone Number]

Email: [New Email Address]

It is crucial that we have accurate contact information to ensure you receive important updates and communicate effectively. Please confirm the changes at your earliest convenience.

If you have any questions or need further assistance, feel free to reach out to us.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]