

Urgent Contact Update Request

Dear [Reseller's Name],

I hope this message finds you well. We are reaching out to urgently request an update to your contact information in our records. This will help ensure that you receive all important communications related to our partnership.

Please provide us with the following updated details:

- **Primary Contact Name:**
- **Email Address:**
- **Phone Number:**
- **Company Address:**

We appreciate your prompt attention to this matter. Please reply to this email with the updated information at your earliest convenience.

Thank you for your cooperation.

Sincerely,
[Your Name]
[Your Position]
[Your Company]
[Your Contact Information]