

Notification of Changes to Reseller Contact Information

Date: [Insert Date]

Dear [Reseller Name],

We hope this message finds you well. We are writing to inform you of changes to our contact information effective immediately.

New Contact Information:

Contact Person: [New Contact Person]

Phone Number: [New Phone Number]

Email Address: [New Email Address]

Office Address: [New Office Address]

Please update your records accordingly. Should you have any questions, feel free to reach out to us at the new contact details listed above.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]