

Contact Information Adjustment Notice

Date: [Insert Date]

To Whom It May Concern,

We are writing to inform you of an important update regarding our contact information at [NGO Name]. Please find the adjusted details below:

New Contact Information

- **Address:** [New Address]
- **Phone Number:** [New Phone Number]
- **Email:** [New Email Address]
- **Website:** [New Website URL]

We apologize for any inconvenience this may cause and appreciate your understanding. Please update your records accordingly. If you have any questions or need further assistance, feel free to reach out to us at the new contact information listed above.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[NGO Name]

[Old Contact Information, if necessary]