

Contact Information Correction Notice

Dear [Recipient's Name],

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

Effective immediately, please update your records with our new contact details:

- **NGO Name:** [Your NGO Name]
- **Address:** [New Address]
- **Phone Number:** [New Phone Number]
- **Email:** [New Email Address]

We apologize for any inconvenience this may cause and appreciate your attention to this matter. Thank you for your continued support.

Best regards,

[Your Name]
[Your Position]
[NGO Name]