

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you of some urgent revisions to our contact details that need your immediate attention.

New Contact Information:

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

We kindly ask that you update your records accordingly to ensure smooth communication moving forward.

If you have any questions or need further assistance, please do not hesitate to reach out.

Thank you for your prompt attention to this matter.

Best regards,
[Your Name]
[Your Position]
[NGO Name]
[NGO Website]