

Urgent Contact List Modification

Date: [Insert Date]

To Whom It May Concern,

We are reaching out to inform you about an urgent modification required in our contact list for [NGO Name]. Please review the following updates:

Current Contact List

- Name: [Current Name] - Phone: [Current Phone] - Email: [Current Email]

Modifications

- Name: [New Name] - Phone: [New Phone] - Email: [New Email]

Please ensure that these changes are made effective immediately to facilitate smooth communication. If you have any questions or require further information, feel free to contact us at [NGO Contact Email] or [NGO Phone Number].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[NGO Name]

[NGO Address]