

Media Contact Update

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Contact Number]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you of an update to our media contact information. Please find the new details below:

New Media Contact Information:

Name: [New Contact Name]

Email: [New Contact Email]

Phone: [New Contact Phone Number]

Please update your records accordingly. If you have any questions or need further information, feel free to reach out to me.

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Your Company]