

Disclosure of Updated Phone Contact

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you of an update to my contact information.

Please note that my new phone number is: [Insert New Phone Number].

Kindly update your records accordingly. Should you need to reach me, please feel free to contact me at my new number.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[Your Email]

[Your Old Phone Number]