

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you that I have changed my contact number. Please update your records accordingly.

My new contact number is: [Your New Contact Number]

Thank you for your attention to this matter. Should you have any questions, feel free to reach out.

Best regards,

[Your Name]

[Your Address]

[Your Email Address]

[Your Old Contact Number]