

# MEMORANDUM

**To:** [Recipient Name]

**From:** [Your Name]

**Date:** [Date]

**Subject:** Change of Contact Number

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Dear [Recipient Name],

I am writing to inform you that my contact number has changed. Please update your records accordingly. My new contact number is [New Contact Number].

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Position]