

# Notification of Updated Contact Number

Date: [Insert Date]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you that our contact number has been updated. Please find the new contact information below:

**New Contact Number:** [Insert New Contact Number]

We kindly ask you to update your records accordingly. Should you have any questions or require further assistance, please do not hesitate to reach out.

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Email Address]