

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you that I have recently changed my phone number. My new contact number is [New Phone Number].

Kindly update your records accordingly. I appreciate your attention to this matter.

Thank you for your understanding.

Sincerely,

[Your Name]