

Confirmation of Digital Contact Methods

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

To: [Supplier Name]

[Supplier Address]

[City, State, Zip Code]

Dear [Supplier Contact Name],

We are writing to confirm the established digital contact methods for our ongoing partnership. We acknowledge the following contact details:

- Email: [Supplier Email]
- Phone: [Supplier Phone]
- Fax: [Supplier Fax]
- Website: [Supplier Website]

Should there be any changes to these methods, please inform us immediately to ensure smooth communication.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]