

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Supplier's Name]

[Supplier's Company]

[Supplier's Address]

[City, State, Zip Code]

Dear [Supplier's Name],

I hope this message finds you well. As part of our ongoing efforts to maintain effective communication and enhance our collaboration, we would like to request updated digital communication details for your team.

Please provide us with the following information:

- Email addresses for key contacts
- Preferred communication platforms (e.g., Zoom, Teams, etc.)
- Any changes to your company's contact numbers

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]