

Notification of Revised Contact Details

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you that our contact details have recently changed. Please take a moment to update your records with our new information:

New Phone Number: [New Phone Number]

New Email Address: [New Email Address]

New Mailing Address: [New Mailing Address]

If you have any questions, please do not hesitate to reach out to us using our new contact details.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company]