

Request for Current Contact Information Update

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request an update to your current contact information for our records.

As communication is crucial, it is important for us to have the most accurate and up-to-date information. Please provide me with your current phone number, email address, and any other relevant contact details.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization]

[Your Contact Information]