

Contact Method Adjustment Request

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a change in my preferred method of contact regarding [specific matter or service].

Currently, I am being contacted via [current method, e.g., email, phone, etc.]. I would like to switch to [new preferred method, e.g., email, phone, etc.], as it is more convenient for me.

Please update my contact information in your records to reflect this change. My preferred contact details are as follows:

- Contact Method: [New Preferred Method]
- Contact Information: [New Contact Information]

Thank you for your attention to this matter. I appreciate your assistance in ensuring that my communication preferences are updated accordingly.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization Name]

[Your Contact Information]