

# Change of Contact Preferences

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you that I would like to update my contact preferences regarding how I receive communications from [Company/Organization Name].

Effective immediately, I prefer to be contacted via the following methods:

- Email: [Your Email Address]
- Phone: [Your Phone Number]
- Postal Mail: [Your Postal Address, if applicable]

Please remove my previous contact methods:

- Email: [Old Email Address]
- Phone: [Old Phone Number]

Thank you for your attention to this matter. If you have any questions or need further information, please do not hesitate to reach out to me.

Sincerely,

[Your Name]

[Your Title/Position, if applicable]

[Your Company/Organization Name, if applicable]