

Change of Preferred Contact Information

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally inform you that I have recently made changes to my preferred contact information. Please update your records accordingly.

My new contact details are as follows:

- Email: [New Email Address]
- Phone Number: [New Phone Number]
- Address: [New Mailing Address]

Should you need to reach me, please use the updated contact information provided.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position]
[Your Company]