

Contact Method Preference Update

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you of an update regarding my preferred method of communication.

As of [Effective Date], please update your records to reflect that I would like to be contacted primarily via [Preferred Method: email, phone, etc.].

If you have any questions or require further clarification, please do not hesitate to reach out to me at my new preferred method of communication.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Contact Information]