

Notification of Change in Contact Method

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you that we have updated our contact method for better communication.

Effective [Effective Date], you can reach us at our new email address: [New Email Address]. Please use this contact method for all future correspondence.

Thank you for your understanding, and we look forward to continuing our relationship with you.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Phone Number]