

# Preferred Communication Update

Date: [Insert Date]

Dear [Recipient's Name],

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

Going forward, I would appreciate it if we could communicate via [insert preferred method - email, phone, text, etc.]. This will ensure that our exchanges are more efficient and effective.

If there are any adjustments or preferences on your end, please feel free to let me know.

Thank you for your understanding.

Best regards,

[Your Name]

[Your Contact Information]