

Revising Communication Preferences

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you that I would like to revise my communication preferences regarding receiving updates and information from [Company/Organization Name].

After careful consideration, I would prefer to receive communications via [specific method, e.g., email, phone, text], as it is more convenient for me. Additionally, I would like to update my preferences for the types of communication I receive:

- [Type of Communication 1]
- [Type of Communication 2]
- [Type of Communication 3]

Please ensure that my preferences are updated in your records. If you require any further information or confirmation, feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Address]
[City, State, Zip Code]