

# Update of Preferred Method of Contact

Dear [Recipient's Name],

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

Effective immediately, I would like you to reach me primarily through [new preferred method, e.g., email, phone number, etc.]. My updated contact details are as follows:

- Email: [your-email@example.com]
- Phone: [your-phone-number]

Please feel free to reach out to me using this method for any future correspondence.

Thank you for your understanding!

Best regards,

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