

# Request for Contact Information

Dear [Teacher's Name],

I hope this message finds you well. As part of our efforts to improve communication and collaboration within our educational community, we are in the process of updating our records. We would greatly appreciate it if you could provide your current email address and phone number.

Your contact information will be kept confidential and used solely for school-related correspondence.

Thank you for your cooperation and support. Please reply at your earliest convenience.

Sincerely,  
[Your Name]  
[Your Position]  
[School Name]  
[Contact Information]