

Update of Contact Information

Dear [Partner's Name],

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

New Contact Information:

- Phone: [New Phone Number]
- Email: [New Email Address]
- Address: [New Address]

Please update your records accordingly. I appreciate your attention to this matter and look forward to our continued collaboration.

Thank you!

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]