

Amendment of Business Contact Information

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Recipient Name]

[Recipient Position]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to inform you of an amendment to our business contact information. Please update your records accordingly:

New Contact Information:

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

If you have any questions or require further information, please do not hesitate to contact us at the updated phone number or email address provided above.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]