

Notification of Change in Partner Contact Details

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone]

Dear [Recipient's Name],

I hope this message finds you well. We are writing to inform you that there have been changes to the contact details of our partner, [Partner's Name]. Please update your records accordingly to ensure seamless communication moving forward.

New Contact Details:

Name: [New Contact Name]

Phone: [New Phone Number]

Email: [New Email Address]

Address: [New Address]

If you have any questions or need further assistance, please do not hesitate to contact us.

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]