

# Revised Contact Information

Dear [Associate's Name],

I hope this message finds you well. I am writing to inform you of a change in my contact information.

Effective immediately, please use the following contact details for all future communications:

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

Thank you for updating your records. I look forward to continuing our collaboration.

Best regards,

[Your Name]

[Your Job Title]

[Your Company]

[Your Old Contact Info, if necessary]