

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Date]

[Recipient's Name]  
[Recipient's Title/Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you that I have changed my phone number. Please update your records accordingly.

My new phone number is: [Your New Phone Number]

If you have any questions or need further clarification, please feel free to contact me via my new number or email.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Position, if applicable]