

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Company/Organization Name]
[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 recently changed my personal phone number.

My new phone number is [New Phone Number]. Please update your records accordingly.

I appreciate your attention to this matter and look forward to continued communication.

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Position/Title, if applicable]