

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

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

Thank you for your attention to this matter. If you need any further information, feel free to reach out to me.

Best regards,

[Your Name]  
[Your Job Title/Position] (if applicable)