

[Your Name]  
[Your Position]  
[Your Company/Organization]  
[Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Position]  
[Recipient Company/Organization]  
[Address]  
[City, State, Zip Code]

Subject: Update of Contact Information

Dear [Recipient Name],

I hope this message finds you well.

I am writing to formally inform you that my contact phone number has been updated. The new phone number is [New Phone Number], effective immediately. Please update your records accordingly.

Should you need to reach me, do not hesitate to use the new number or my email address listed above.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company/Organization]