

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

[Recipient's Name]
[Recipient's 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 with my new contact information.

New Phone Number: [Your New Phone Number]

Feel free to reach out to me at this number for any inquiries or to stay in touch. I appreciate your understanding and look forward to our continued communication.

Thank you!

Best regards,

[Your Name]