

[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 letter finds you well. I am writing to inform you that I have recently changed my phone number. Please update your records to reflect my new contact number.

New Phone Number: [Your New Phone Number]

I appreciate your attention to this matter, and if you have any questions, please feel free to reach me at my new phone number.

Thank you for your understanding.

Best regards,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Job Title (if applicable)]