

[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 recently changed my phone number. My new contact number is [New Phone Number].

Please update your records accordingly. I appreciate your understanding and look forward to staying in touch.

Thank you!

Best regards,

[Your Name]