

[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 of my new phone number. Please update your records accordingly.

New Phone Number: [Your New Phone Number]

Should you need to reach me, please feel free to contact me at this number. Thank you for your attention to this matter.

Best regards,

[Your Name]
[Your Job Title if applicable]
[Your Company Name if applicable]