

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

[Recipient's Name]  
[Company/Organization Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you of an update to my phone number.

Please update your records to reflect my new phone number: [New Phone Number].

My previous phone number was [Old Phone Number].

Thank you for your attention to this matter. If you have any questions, please feel free to reach out to me via email or my new phone number.

Sincerely,  
[Your Name]