

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title/Position]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally notify you of a change in my contact information.

Please update my records to reflect my new phone number: [New Phone Number]. My previous phone number was [Old Phone Number].

If you have any questions or need further information, please feel free to contact me via email or my new phone number.

Thank you for your attention to this matter.

Sincerely,  
[Your Name]