

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

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

Dear [Recipient Name],

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

Please update my phone number in your records to:

[New Phone Number]

Thank you for your attention to this matter. If you need any further information, please feel free to reach out.

Sincerely,

[Your Name]

[Your Position, if applicable]

[Your Company/Organization, if applicable]