

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

[Recipient Name]
[Recipient Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to inform you of a change in my phone number. Please update your records accordingly.

My new phone number is [New Phone Number], effective immediately. I would appreciate it if you could confirm the update at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position, if applicable]