

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

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

Dear [Recipient Name],

Subject: Update of Phone Number

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

My previous phone number was [Old Phone Number], and my new phone number is [New Phone Number]. I kindly request that you update your records accordingly.

Please feel free to contact me via my new number if you need to reach me for any matters. Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position/Title, if applicable]