

[Your Company Name]
[Your Current Address]
[City, State, Zip Code]
[Date]

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

Subject: Update to Corporate Contact Information

Dear [Recipient Name],

Please be advised that the contact information for [Your Company Name] has changed. We request that you update your records effective [Effective Date].

Our updated details are as follows:

- **Company Name:** [Your Company Name]
- **New Physical Address:** [New Street Address, City, State, Zip]
- **New Mailing Address:** [If different from physical address]
- **Main Phone Number:** [New Phone Number]
- **Main Email Address:** [New General Email]
- **Website:** [Website URL]

Please direct all future correspondence, invoices, and deliveries to the new address listed above. Our primary point of contact for your account remains [Contact Person Name], who can be reached at [Email/Phone].

Thank you for your prompt attention to this matter and for your continued partnership.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Job Title]