

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

[Vendor Name]  
[Vendor Contact Person]  
[Vendor Address]  
[City, State, Zip Code]

**Subject: Update of Corporate Contact Information**

Dear [Contact Name or Accounts Receivable Department],

Please be advised that [Your Company Name] has updated its corporate contact information. We request that you update your records immediately to ensure all future correspondence, invoices, and deliveries are directed correctly.

The updated details are as follows:

- **Company Name:** [Full Legal Company Name]
- **Main Office Address:** [New Street Address, City, State, Zip]
- **Billing/Accounts Payable Address:** [Address or "Same as above"]
- **Primary Phone Number:** [New Phone Number]
- **Primary Email Address:** [New Email Address]
- **Primary Point of Contact:** [Name and Title]

These changes are effective as of [Effective Date]. All invoices issued after this date should reflect the information provided above.

Please confirm receipt of this update by replying to this email or contacting us at [Your Phone Number]. Thank you for your prompt attention to this matter and for your continued partnership.

Sincerely,

[Your Signature]  
[Your Printed Name]  
[Your Job Title]