

[Date]
[Recipient Name]
[Recipient Title]
[Recipient Organization]
[Recipient Address]

Subject: Official Contact Information for [Agency Name]

Dear [Recipient Name],

Please find the updated contact information for [Agency Name] below. Please update your records accordingly to ensure all future correspondence is directed to the correct departments.

General Agency Details:

Agency Name: [Agency Name]
Physical Address: [Street Address, City, State, Zip Code]
Mailing Address: [PO Box or Same as above]
Main Phone Line: [Phone Number]
General Email: [Email Address]
Website: [URL]

Primary Point of Contact:

Name: [Contact Person Name]
Title: [Job Title]
Direct Phone: [Phone Number]
Direct Email: [Email Address]

Departmental Contacts:

Billing/Finance: [Email/Phone]
Technical Support: [Email/Phone]
Media/PR: [Email/Phone]

If you have any questions regarding this information, please contact us at [Phone Number].

Sincerely,

[Your Signature]

[Your Name]
[Your Title]