

[Date]

[Recipient Name]

[Recipient Title]

[Organization Name]

[Street Address]

[City, State, Zip Code]

**Subject: Notification of Official Agency Contact Information Update**

Dear [Recipient Name],

This letter serves as official notification that [Agency Name] has updated its contact information. Please update your records effective [Date of Change] to ensure all future correspondence and billing reach the correct department.

Our updated details are as follows:

**Agency Name:** [Agency Name]

**Physical Address:** [New Street Address, City, State, Zip Code]

**Mailing Address:** [PO Box or Same as above]

**Main Phone Number:** [New Phone Number]

**General Email:** [New Email Address]

**Website:** [Website URL]

Please note that [Name of Specific Department/Point of Contact] can now be reached directly at [Direct Phone Number/Email]. All other operational procedures remain unchanged.

We apologize for any inconvenience this may cause and appreciate your cooperation in updating your database. Please confirm receipt of this notification by replying to this email or calling our office.

Sincerely,

[Signature]

[Printed Name]

[Job Title]

[Agency Name]