

[Date]

[Client/Partner Name]

[Company Name]

[Address]

[City, State, Zip Code]

Subject: Important Update Regarding Our Agency Contact Information

Dear [Contact Name],

We are writing to inform you of a change in our agency's contact information, effective [Effective Date]. To ensure seamless communication and continued high-quality service, please update your records with the following details:

New Agency Address: [New Street Address, City, State, Zip]

New General Phone Number: [New Phone Number]

New General Email: [New Email Address]

Website: [Website URL]

Your primary point of contact will now be:

Name: [Contact Person Name]

Title: [Title/Role]

Direct Phone: [Direct Number]

Direct Email: [Direct Email Address]

Please note that all existing contracts and ongoing projects remain unaffected by this change. Our previous contact methods will remain active until [Cut-off Date] to assist with the transition.

Thank you for your continued partnership. Should you have any questions regarding this update, please do not hesitate to reach out.

Best regards,

[Your Name]

[Your Title]

[Agency Name]