[Print on Company Headed Address]

<<Recipient's Name>>
<<Company / Business Name>>
<<Address>>
<<Address>>
<<Post Code>>

<<Date>>

Dear <<Recipient's Name>>,

<u>Notice of Change of Contact Details</u>

I am writing to inform you of a change of contact details in respect of the contract between <<insert name of Party 1>> and <<insert name of Party 2>>, dated <<insert date of Agreement>> for the purposes of <<insert description of Agreement>> (the "Agreement").

The contact details provided **[**when the Agreement was formed**] OR [**on <<insert date>>**]** will change as of <<insert date>>. Please use the following contact details for any and all communications with <<insert name>> from <<insert date>> onward:

    Address: <<insert address>>

    Office Telephone Number: <<insert number>>

    Mobile Telephone Number: <<insert number>>

    Email Address: <<insert email>>

Please do not hesitate to contact me **[**before <<insert date>>**]** if you have any questions or would like to request further information this matter.

Yours sincerely,

<<Name & Title>>
[For and on behalf of <<Company>>**]**