

[Print details of address]

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

<<Date>>

Dear <<Recipient's Name>>,

Notice of Change of Contact Details

Under a contract between <<insert name of Party 1>> and <<insert name of Party 2>>, dated <<insert date of Agreement>>, <<insert brief description of Agreement>> (the "Agreement"), <<insert name of Party 1>> understands that <<insert original contact name & title>>, <<insert original telephone number(s)>>, <<insert original email address>>, <<insert original point of contact within the Agreement>> is] **OR** <<insert original contact name & title>>, <<insert original telephone number(s)>>, <<insert original email address>>, <<insert original point of contact within the Agreement>> will no longer be the point of contact within the Agreement.

I am writing to inform you that <<insert original contact name & title>>] **OR** [I] will no longer be the point of contact within the Agreement for the reasons if desired>>]. <<insert brief outline of reasons if desired>>].

Your new point of contact for the Agreement will be <<insert new contact name & title>>. <<insert brief outline of new point of contact details>>'. <<insert new contact details>>'s contact details are as follows:

Address: <<insert address>>
Office Telephone Number: <<insert telephone number>>
Mobile Telephone Number: <<insert telephone number>>
Email Address: <<insert email address>>

[[<<insert original contact name & title>>] convey [his] **OR** [her] best wishes and to tell you that it has been a pleasure dealing with you.] **OR** [I] would like to take this opportunity to convey my best wishes and to tell you that it has been a pleasure dealing with you.]]

Please do not hesitate to contact <<insert new contact name & title>>] if you have any questions or would like to request a copy of this letter in this matter.

Yours sincerely,

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