[Company Name]

[Company Address]

[City, State, ZIP Code]

**Subject: Request for Updated Contact Information**

Dear [Vendor’s Name],

We hope this message finds you well. To ensure seamless communication and maintain accurate records, we kindly request that you provide us with your most up-to-date contact information.

**Information Requested**:

* Primary Contact Name:
* Title/Position:
* Phone Number:
* Email Address:
* Billing/Accounts Payable Contact (if different):
* Address:

Please submit this information by [SPECIFIC DATE] to help us avoid any disruptions in communication. You can send the details directly to [Email Address/Phone Number] or update them in our vendor portal at [Portal Link, if applicable].

We appreciate your prompt attention to this matter and thank you for your continued partnership.

Yours sincerely,

……………………………………………………….

[NAME]

[TITLE]

[COMPANY NAME]