

Change Of Email Address Notification Template

Subject: Important: My New Email Address

Dear [Recipient's Name],

I hope this email finds you well. I am reaching out to inform you that my email address has changed. As of [Date], please use [New Email Address] for all future correspondence.

This change is part of [brief reason for change, if applicable, like a job change or service provider switch]. I apologize for any inconvenience this may cause and thank you for updating your records.

If you have any questions or need further clarification, please don't hesitate to reach out.

Thank you for your attention to this matter.

Best regards,

[Your Name]