(On the new letterhead)

Date:

Membership Department,

Indian Film & Television Producers Council,

1201, Lotus Trade Centre,

New Link Road, Andheri- west,

Mumbai 400053.

**Re: Change of Mobile Number/email Id**

Dear Sir,  
  
This letter is to notify you that my/our mobile number/email id is changed as follows with immediate effect.

**New mobile number/email id:**

Therefore, please change the information in your records and send all future communications to my/our new mobile number/email id.

Once your records are updated, please send a quick confirmation.   
  
Thank you

**For\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Signature