

## PRIMARY CONTACT / CONTACT UPDATE TEMPLATE

(The message below is an example template for you to use regarding your own organization's contact update needs. **Please send on your school or organization's letterhead, signed by an administrator of some kind.**)

Please be sure to include these key points:

- Statement of official request (on letterhead signed by administrator)
- Organization/School Name
- Currently listed contacts to be removed (if applicable)
- New Primary Contact: Name, email, phone number.
- Organization Address

Hi **[NAME OF REPRESENTATIVE/MTI LICENSING]**,

Let this note serve as an official request to update our account with Music Theatre International. Our account for **[ORGANIZATION/SCHOOL NAME]** currently has **[PRIMARY CONTACT'S NAME]** and **[ADDITIONAL CONTACT]** listed as Contacts. Please remove them from the account, as they are no longer with the school/organization. Please add **[NEW PRIMARY CONTACT'S NAME]** as the Primary Contact, as they will be the person in charge of the account for the school/organization. Their email is **[PRIMARY CONTACT EMAIL]**, and can be reached at **[XXX-XXX-XXXX]**

Our main address remains **[ORGANIZATION ADDRESS]**, which can also be used for Shipping and Billing purposes. If you have any further questions, please do not hesitate to check in. Thank you for making these updates.

**[YOUR SIGNATURE]**