

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]