

## Technology Abuse **Email Template**

You might like to use this email template to advise of the change of your contact details.

**Please note:** it is recommended that you do not send a physical address, date of birth or bank account details by email, at any stage.

To Provider Name,

Please be advised that as of today, I have changed my details to:

Name:

Subscription number:

New email:

New phone:

Please ensure you store this information appropriately and do not share it with anyone without my prior consent.

Please ensure there are no other contact details on my account; if there are, please remove them all, and ensure only I can access it from now on.

If you have MFA (MultiFactor Authentication), please do activate this on my account using the new details above.

Kind regards