

Emergency Contact Update

Date: [Insert Date]

To Whom It May Concern,

I am writing to inform you of an update to my emergency contact information. Please update your records accordingly.

Patient Information:

Name: [Patient Name]

Date of Birth: [Patient Date of Birth]

New Emergency Contact Information:

Name: [New Contact Name]

Relationship: [Relationship to Patient]

Phone Number: [New Contact Phone Number]

Email: [New Contact Email]

Previous Emergency Contact Information:

Name: [Previous Contact Name]

Phone Number: [Previous Contact Phone Number]

If you have any questions or need further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]