

Emergency Contact Update

Date: [Insert Date]

To Whom It May Concern,

We are writing to inform you of an update to our emergency contact information for our upcoming travel plans.

Updated Emergency Contact Details:

Name: [Insert Name]

Relationship: [Insert Relationship]

Phone Number: [Insert Phone Number]

Email Address: [Insert Email Address]

Please ensure that this information is noted and stored securely for any emergencies that may arise during our travels.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Contact Information]