

Club Member Emergency Contact Information Change Request

Date: [Insert Date]

To: [Club Name] Management

From: [Your Name]

Membership ID: [Your Membership ID]

Email: [Your Email Address]

Phone: [Your Phone Number]

Subject: Request for Change of Emergency Contact Information

Dear [Club Management/Club Secretary],

I am writing to formally request an update to my emergency contact information associated with my club membership. Below are the details of my current emergency contact and the new information I would like to provide:

Current Emergency Contact Information:

Name: [Current Contact Name]

Relationship: [Relationship]

Phone Number: [Current Phone Number]

New Emergency Contact Information:

Name: [New Contact Name]

Relationship: [Relationship]

Phone Number: [New Phone Number]

I appreciate your attention to this matter and look forward to your confirmation that my emergency contact information has been updated in your records.

Thank you for your assistance.

Sincerely,

[Your Name]