

Emergency Contact Revision Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Club Name] Coordinator

[Club Address]

[City, State, Zip Code]

Dear [Club Coordinator's Name],

I am writing to request a revision of my emergency contact information on file with [Club Name].

My current emergency contact details are as follows:

- Name: [Current Contact Name]
- Relationship: [Relationship]
- Phone Number: [Current Contact Phone Number]

I would like to update this information to the following:

- Name: [New Contact Name]
- Relationship: [New Relationship]
- Phone Number: [New Contact Phone Number]

Please let me know if you require any further information or documentation to process this request.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Club Membership ID]