

Emergency Contact Information Update

Dear Club Members,

We hope this message finds you well. As part of our ongoing efforts to ensure the safety and well-being of all members, we are requesting an update to your emergency contact information.

Please provide the following details:

- Full Name:
- Emergency Contact Name:
- Relationship to Emergency Contact:
- Emergency Contact Phone Number:
- Alternative Contact Number:

Kindly complete this form and return it to us by [insert due date]. Your cooperation is greatly appreciated and will help us respond effectively in case of emergencies.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Club Name]

[Contact Information]