

# Membership Emergency Contact Update Notification

Dear [Member's Name],

We hope this message finds you well. We are writing to inform you that we have updated our records regarding your emergency contact information. It is crucial for us to have accurate and current information to ensure your safety and well-being during your time with us.

## Updated Emergency Contact Information

**Name:** [Emergency Contact Name]

**Relationship:** [Relationship to Member]

**Phone Number:** [Emergency Contact Phone Number]

**Email Address:** [Emergency Contact Email]

If you need to make any further changes or if you have any questions, please do not hesitate to reach out to us.

Thank you for your attention to this important matter.

Sincerely,

[Your Organization's Name]

[Contact Information]