

Request to Update Emergency Contact Details

Date: [Insert Date]

To,

The Membership Coordinator,

[Club Name]

[Club Address]

[City, State, ZIP Code]

Dear [Membership Coordinator's Name],

I hope this message finds you well. I am writing to request an update to my emergency contact details associated with my club membership.

My membership details are as follows:

- Full Name: [Your Full Name]
- Membership ID: [Your Membership ID]
- Email: [Your Email Address]
- Phone Number: [Your Phone Number]

Currently, my emergency contact is listed as:

[Current Emergency Contact Name and Details]

I would like to update my emergency contact to:

[New Emergency Contact Name]

[Relationship]

[Phone Number]

[Email Address]

Please let me know if you require any further information to process this request. Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[City, State, ZIP Code]