

Update Request for Emergency Contact Information

Date: [Insert Date]

Dear [Member's Name],

We hope this message finds you well. We are reaching out to request an update to your emergency contact information on file. Maintaining accurate records is crucial for ensuring your safety and well-being.

Please provide the following details for your emergency contact:

- Name: _____
- Relationship: _____
- Phone Number: _____
- Email Address (if applicable): _____

We appreciate your prompt attention to this matter. Please reply to this email or contact us directly at [Your Contact Information] to update your information.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title/Organization]

[Your Contact Information]