

Urgent Request for Emergency Contact Updates

Dear [Club Member's Name],

We hope this message finds you well. We are reaching out to request your immediate attention regarding your emergency contact information.

As part of our commitment to ensuring the safety and well-being of our members, we kindly ask you to update your emergency contact details. This information is crucial for us to provide swift assistance in case of emergencies.

Please provide us with the following information:

- Your emergency contact's name:
- Your emergency contact's relationship to you:
- Your emergency contact's phone number:
- Your emergency contact's email (if applicable):

We would appreciate it if you could send us this information by [specific deadline]. You can reply to this email or contact us at [club contact information].

Your prompt attention to this matter is greatly appreciated.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Club Name]

[Contact Information]