

Emergency Contact Adjustment Notification

Date: [Insert Date]

To: [Landlord's Name]

[Landlord's Address]

Dear [Landlord's Name],

I hope this message finds you well. I am writing to formally request an adjustment to my emergency contact information as per our rental agreement.

Current Emergency Contact Information:

Name: [Current Contact's Name]

Phone: [Current Contact's Phone]

Updated Emergency Contact Information:

Name: [New Contact's Name]

Phone: [New Contact's Phone]

Please let me know if you require any further information or documentation regarding this change.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email]