

# Tenant Emergency Contact Details Change

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Landlord/Property Manager's Name]

[Landlord/Property Management Company]

[Address]

[City, State, Zip Code]

Dear [Landlord/Property Manager's Name],

I hope this message finds you well. I am writing to inform you of a change to my emergency contact details for my rental property located at [Your Rental Address].

New Emergency Contact Information:

- Name: [New Contact Name]
- Relationship: [Relationship to Tenant]
- Phone Number: [New Contact Phone Number]
- Email Address: [New Contact Email Address]

Please update your records accordingly. Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature if sending a hard copy]