

Tenant Emergency Contact Information Revision

Date: [Insert Date]

To: [Landlord/Property Manager Name]

[Property Address]

Dear [Landlord/Property Manager],

I am writing to inform you of a revision to my emergency contact information associated with my rental unit [Insert Unit Number]. Please update your records accordingly.

New Emergency Contact Information:

Name: [Insert Emergency Contact Name]

Relationship: [Insert Relationship]

Phone Number: [Insert Phone Number]

Email: [Insert Email Address]

Thank you for your attention to this matter. Please confirm that my records have been updated.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]