

# Letter of Appeal for Emergency Contact Update

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an update to my emergency contact information on file with [Company/Organization Name].

As circumstances have changed, it is important for me to ensure that my records are current. My previous emergency contact was [Old Contact Name], and I would like to update this to [New Contact Name], who can be reached at [New Contact Phone Number] and [New Contact Email Address].

Please let me know if you need any further information or documentation to process this update. I appreciate your prompt attention to this matter.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]

[Your Address]