

Letter of Revision on Emergency Contact Person's Information

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to inform you of a revision to my emergency contact information on file. Please update the records accordingly.

Previous Emergency Contact Information:

Name: [Old Contact Name]

Relationship: [Old Relationship]

Phone Number: [Old Phone Number]

New Emergency Contact Information:

Name: [New Contact Name]

Relationship: [New Relationship]

Phone Number: [New Phone Number]

Thank you for your prompt attention to this matter. Please confirm receipt of this revision at your earliest convenience.

Sincerely,

[Your Name]