

Rental Application Emergency Contact Change

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Landlord's Name]

[Rental Company's Name]

[Rental Company's Address]

[City, State, Zip Code]

Dear [Landlord's Name],

I am writing to formally request a change to my emergency contact information associated with my rental application for [Property Address].

My previous emergency contact was:

Name: [Previous Contact's Name]

Phone: [Previous Contact's Phone Number]

I would like to update my emergency contact to:

Name: [New Contact's Name]

Phone: [New Contact's Phone Number]

Please let me know if you need any further information or documentation to process this change.
Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]