

Rental Application Emergency Contact Reassignment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To whom it may concern,

I am writing to formally request a reassignment of the emergency contact listed on my rental application for [Property Address or Apartment Number]. Due to recent changes in my personal circumstances, I would like to update the emergency contact information as follows:

Current Emergency Contact:

Name: [Current Contact Name]

Phone: [Current Contact Phone]

Relationship: [Current Contact Relationship]

New Emergency Contact:

Name: [New Contact Name]

Phone: [New Contact Phone]

Relationship: [New Contact Relationship]

Please update my records accordingly. If you have any questions or require further information, feel free to contact me at your convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Name]