

Rental Application Emergency Contact Records Update

Date: [Insert Date]

To: [Property Manager's Name]

[Property Management Company Name]

[Property Management Company Address]

[City, State, Zip Code]

Dear [Property Manager's Name],

I am writing to request an update to the emergency contact information associated with my rental application for the property located at [Property Address].

Current Emergency Contact: [Current Contact Name]

New Emergency Contact: [New Contact Name]

New Contact Phone Number: [New Contact Phone Number]

New Contact Relationship: [Relationship to New Contact]

Please let me know if any additional information is required.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]