

Emergency Contact Information Request

Dear [Client's Name],

We hope this message finds you well. In order to ensure your safety and well-being during your time with us, we kindly request that you provide us with your emergency contact information.

Please fill out the following details:

- Name of Emergency Contact:
- Relationship to You:
- Phone Number:
- Email Address:

Your privacy is important to us, and this information will only be used in case of an emergency. Please send your response to us by [Insert Deadline Date].

Thank you for your cooperation and attention to this matter.

Best regards,

[Your Name]

[Your Title]

[Your Company's Name]

[Your Contact Information]