

Emergency Contact Information Request

Dear [Family Member's Name],

I hope this message finds you well. As part of our ongoing efforts to ensure the safety and well-being of our family members, we are updating our emergency contact information.

We kindly request that you provide us with your current contact details, including:

- Full Name
- Relationship to the family
- Home Phone Number
- Mobile Phone Number
- Email Address
- Alternate Contact Name and Number

Your prompt response will greatly assist us in ensuring that we have accurate information available in case of emergencies. Please reply by [specific date].

Thank you for your cooperation!

Best regards,

[Your Name]

[Your Contact Information]