

Emergency Contact Information Request

Dear [Team Member's Name],

As a part of our commitment to ensuring the safety and well-being of all our athletes, we are requesting updated emergency contact information for each member of the team.

Please provide the following information:

- Name of Emergency Contact:
- Relationship to Emergency Contact:
- Phone Number of Emergency Contact:
- Alternate Phone Number (if available):

It is imperative that we have this information on file in case of an emergency. Please return this form by [Deadline Date].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Team Name]

[Contact Information]