

# Emergency Contact Update

Date: [Insert Date]

To Whom It May Concern,

I am writing to inform you of an update to my emergency contact information on file at your hospital.

New Emergency Contact Name: [Insert Name]

Relationship: [Insert Relationship]

Phone Number: [Insert Phone Number]

Email Address: [Insert Email Address]

Please update your records accordingly. If you have any questions or require further information, do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]