

Date: [Insert Date]

To Whom It May Concern,

I am writing to formally notify your hospital of a change in my emergency contact person. Please update your records as follows:

Previous Emergency Contact:

Name: [Previous Contact Name]

Phone Number: [Previous Contact Phone Number]

New Emergency Contact:

Name: [New Contact Name]

Phone Number: [New Contact Phone Number]

Thank you for your attention to this matter. If you require any further information, please do not hesitate to contact me.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]