

# Emergency Contact Information Update

Date: [Insert Date]

To Whom It May Concern,

I am writing to inform you of an update to my emergency contact information for medical emergencies at the hospital.

New Emergency Contact Details:

- Name: [New Contact Name]
- Relationship: [Relationship to Patient]
- Phone Number: [New Phone Number]
- Alternate Phone Number: [Alternate Phone Number]
- Email: [New Email Address]

Please update your records accordingly. I appreciate your attention to this matter, ensuring that the correct contacts are available in case of a medical emergency.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]