

Emergency Contact List Update

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Organization's Name]

[Address]

Dear [Recipient's Name],

This letter serves to inform you of an amendment to the emergency contact list for health services. Please find the updated details below:

Updated Emergency Contacts

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

If you have any questions or require further information, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization's Name]

[Your Phone Number]

[Your Email]