

Change of Emergency Contact Preferences

Date: [Insert Date]

To: [Insurance Company Name]

Address: [Insurance Company Address]

Policy Number: [Insert Policy Number]

Dear [Insurance Company Representative],

I am writing to formally request a change in my emergency contact preferences as listed in my insurance policy with the policy number mentioned above.

Current Emergency Contact:

Name: [Current Contact Name]

Phone Number: [Current Contact Phone Number]

New Emergency Contact:

Name: [New Contact Name]

Phone Number: [New Contact Phone Number]

Please update my records accordingly. If you require any further information or documentation, feel free 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]