

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 my volunteer activities with [Organization Name].

Please find below the corrected information:

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

If you have any questions or need further information, please feel free to contact me at [Your Phone Number] or [Your Email]. Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[Your Email]

[Your Phone Number]