

# Emergency Contact Person Revision

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Institution Name]

[Institution Address]

Dear [Recipient's Name],

I hope this message finds you well. As part of our ongoing commitment to ensuring the safety and wellbeing of our students and staff, we are revising the emergency contact persons for our institution.

Please review the current list of emergency contacts below and provide any necessary updates:

## Current Emergency Contacts:

- Contact Name: [Name] - Phone: [Number]
- Contact Name: [Name] - Phone: [Number]
- Contact Name: [Name] - Phone: [Number]

If changes are required, kindly provide the updated contact information by [Insert Deadline]. Your prompt response will help us maintain accurate records and ensure a swift response in case of emergencies.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Institution Name]

[Your Contact Information]