

Emergency Contact Information Update

Date: [Insert Date]

To: [Organization Name]

Address: [Organization Address]

Dear [Recipient's Name],

I am writing to submit my updated emergency contact information for [Your Name/Your Organization's Name] as part of the community organization's records.

New Emergency Contact Information:

Name: [Emergency Contact Name]

Relationship: [Relationship to You]

Phone Number: [Emergency Contact Phone Number]

Email: [Emergency Contact Email]

Please let me know if you need any additional information or further verification.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email]