

# Update of Emergency Contact Details

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you of an update to my emergency contact details for your records.

## Updated Emergency Contact Information

**Name:** [New Contact Name]

**Relationship:** [Relationship to Contact]

**Phone Number:** [New Phone Number]

**Email Address:** [New Email Address]

**Address:** [New Address]

Thank you for updating my records. Please let me know if you need any further information.

Sincerely,

[Your Name]

[Your Contact Information]