

Emergency Contact Update

Dear [Guest Name],

As we prepare for the upcoming convention, we would like to ensure that we have the most current emergency contact information for you. In case of any unforeseen circumstances, having the right contacts is crucial.

Please provide the following updated information:

- **Emergency Contact Name:** [Insert Name]
- **Relationship to Contact:** [Insert Relationship]
- **Contact Phone Number:** [Insert Phone Number]
- **Contact Email Address:** [Insert Email Address]

We appreciate your attention to this important matter. Please reply by [Insert Deadline Date].

Thank you,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]