

# Change in Emergency Contact Information

Date: [Insert Date]

To Whom It May Concern,

I am writing to inform you of a change in my emergency contact information.

My previous emergency contact was:

- Name: [Previous Contact's Name]
- Relationship: [Relationship]
- Phone Number: [Previous Phone Number]

My new emergency contact is:

- Name: [New Contact's Name]
- Relationship: [Relationship]
- Phone Number: [New Phone Number]

Please update your records accordingly.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email]