

# Emergency Contact Addition

Date: \_\_\_\_\_

To Whom It May Concern,

I am writing to request the addition of an emergency contact to my records. Please find the details of the new contact below:

**Name:** \_\_\_\_\_

**Relationship:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

If you require any further information or documentation, please do not hesitate to contact me at the details provided below.

Thank you for your attention to this matter.

Sincerely,

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_