

# Emergency Contact Change Notification

Date: [Insert Date]

To Whom It May Concern,

I am writing to inform you of a change in my emergency contact information. Please update your records accordingly.

## **Previous Emergency Contact:**

Name: [Previous Contact Name]

Phone: [Previous Contact Phone]

Relationship: [Previous Contact Relationship]

## **New Emergency Contact:**

Name: [New Contact Name]

Phone: [New Contact Phone]

Relationship: [New Contact Relationship]

Thank you for your attention to this matter. Please confirm the receipt of this notification.

Sincerely,

[Your Name]

[Your Address]

[Your Phone]

[Your Email]