

Emergency Contact Confirmation

Date: [Insert Date]

Dear [Recipient's Name],

This letter is to confirm the emergency contact information we have on file for you. Please review the details below:

Emergency Contact Information

Name: [Emergency Contact Name]

Relationship: [Relationship to You]

Phone Number: [Contact Number]

Email: [Contact Email]

If any changes are required, please do not hesitate to inform us at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]