

Emergency Contact Notification

Date: _____

To Whom It May Concern,

This letter serves as an official notification of my emergency contact information. In case of an emergency, please reach out to the following individual:

Name: _____

Relationship: _____

Phone Number: _____

Email Address: _____

Please ensure that this information is kept on file and updated as necessary.

Thank you for your prompt attention to this matter.

Sincerely,

Name: _____

Signature: _____