

Emergency Contact Request

Date: [Insert Date]

To Whom It May Concern,

I am writing to request your assistance in providing emergency contact information for [Insert Name], who is currently enrolled in [Insert Program/Department] at [Insert Organization/Institution Name].

This information is vital in case of any emergencies that may arise, and will ensure proper notification to the designated contacts.

Please provide the following details:

- Emergency Contact Name:
- Relationship to Contact:
- Contact Phone Number:
- Alternate Contact Number:

Your cooperation in this matter is greatly appreciated. Please let me know if you have any questions or need further information.

Thank you for your attention to this important request.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]