

# Emergency Contact Verification

Date: [Insert Date]

To Whom It May Concern,

This letter serves to verify the emergency contact information for [Employee's/Student's Name], ID Number: [Insert ID Number]. The following individual has been designated as the emergency contact:

## Emergency Contact Details

- Name: [Contact's Name]
- Relationship: [Contact's Relationship]
- Phone Number: [Contact's Phone Number]
- Alternate Phone Number: [Contact's Alternate Phone Number]
- Address: [Contact's Address]

Please feel free to reach out to the above contact in case of an emergency involving [Employee's/Student's Name].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]