

Emergency Contact Information Update

Date: [Insert Date]

To: [Staff Member's Name]

Position: [Staff Member's Position]

Dear [Staff Member's Name],

This letter serves to inform you that your emergency contact information in our records needs to be amended. Please review the details below and provide any necessary updates at your earliest convenience.

Current Emergency Contact Details:

Name: [Current Contact Name]

Relationship: [Current Relationship]

Phone Number: [Current Phone Number]

Email: [Current Email Address]

Requested Updates:

Name: [New Contact Name]

Relationship: [New Relationship]

Phone Number: [New Phone Number]

Email: [New Email Address]

Please respond to this letter by [Insert Deadline Date] to ensure that our records are accurate and up to date in case of an emergency. Your safety is our priority.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Museum Name]

[Contact Information]