

Letter of Amendment for Emergency Contact Information

Date: [Insert Date]

To Whom It May Concern,

We hope this letter finds you well. We are writing to inform you about an amendment to our emergency contact information for [NGO Name]. Please find the updated details below:

Updated Emergency Contact Information:

Contact Person: [New Contact Name]

Phone Number: [New Phone Number]

Email Address: [New Email Address]

Alternate Contact: [Alternate Contact Name]

Alternate Phone Number: [Alternate Phone Number]

We request that you update your records accordingly and reach out to us if further confirmation is needed.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[NGO Name]

[NGO Address]

[NGO Phone Number]

[NGO Email Address]