

Emergency Contact List Adjustment

Date: [Insert Date]

To: [Fitness Center Name] Staff

Dear Team,

This letter serves to inform you of an adjustment in our emergency contact list. Please review the updated information below:

Emergency Contacts

- **Name:** [Emergency Contact Name 1]
- **Relationship:** [Relationship]
- **Phone Number:** [Phone Number]

- **Name:** [Emergency Contact Name 2]
- **Relationship:** [Relationship]
- **Phone Number:** [Phone Number]

If you have any questions or need further clarification, please do not hesitate to reach out.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Fitness Center Name]