

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Change of Emergency Contact Information

Dear [Recipient's Name],

I am writing to formally request a change in my emergency contact information. Please update your records accordingly with the following details:

New Emergency Contact Name: [New Contact Name]

Relationship: [Relationship to Contact]

Phone Number: [New Contact Phone Number]

Email Address: [New Contact Email Address]

Thank you for your attention to this matter. Please confirm the update at your earliest convenience.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]