

Emergency Contact Information Update Request

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Request to Update Emergency Contact Information

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request an update to my emergency contact information on file. It is important to me that my information is current in case of unexpected situations.

Current Emergency Contact:

- Name: [Current Contact's Name]
- Relationship: [Relationship]
- Phone Number: [Current Phone Number]

New Emergency Contact:

- Name: [New Contact's Name]
- Relationship: [Relationship]
- Phone Number: [New Phone Number]

Please let me know if you need any additional information or documentation to process this request. Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]