

Workforce Emergency Contact Form Modification

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Modification to Emergency Contact Information

Dear [Recipient's Name],

I am writing to request a modification to my emergency contact information on file. Please find the updated details below:

New Emergency Contact Information

- Name: [New Contact's Name]
- Relationship: [Relationship to You]
- Phone Number: [New Contact's Phone Number]
- Email: [New Contact's Email]
- Address: [New Contact's Address]

Thank you for your attention to this matter. Please let me know if you require any further information.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]