

# Emergency Contact Information Update

Dear [Recipient's Name],

We would like to inform you that your emergency contact information has been successfully updated in our records. Please review the following details:

- **Name:** [Contact Name]
- **Relationship:** [Relationship to You]
- **Phone Number:** [Contact Phone Number]
- **Email Address:** [Contact Email Address]

If you did not request this change or if you believe this information is incorrect, please contact us immediately at [Your Contact Information].

Thank you for keeping your information up to date.

Best regards,

[Your Name]

[Your Position]

[Your Organization]

[Organization Contact Information]