

Emergency Contact Notification

Date: [Insert Date]

To Whom It May Concern,

This letter is to inform you that in the case of an emergency involving [Name of Individual], the following person should be contacted immediately:

Name: [Emergency Contact Name]

Relationship: [Relationship to Individual]

Phone Number: [Contact Number]

Email (if applicable): [Email Address]

It is crucial that this contact is notified as soon as possible. Please ensure all relevant personnel are aware of this contact information.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]