

# Revised Emergency Contact List

Date: [Insert Date]

Dear [Recipient's Name],

This letter serves to update and provide the revised emergency contact list for our organization. Please find the updated contact information below:

## Emergency Contacts

- **Name:** [Contact Name 1] - **Phone:** [Phone Number 1] - **Relation:** [Relation 1]
- **Name:** [Contact Name 2] - **Phone:** [Phone Number 2] - **Relation:** [Relation 2]
- **Name:** [Contact Name 3] - **Phone:** [Phone Number 3] - **Relation:** [Relation 3]

We kindly ask you to review this list and ensure that all information is accurate. If you have any updates or corrections, please reach out to [Contact Person/Department] at [Contact Email/Phone Number].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]