

Emergency Contact Update Notification

Date: [Insert Date]

To Whom It May Concern,

This letter serves to inform you that the emergency contact records for [Your Name/Organization] have been updated. Please find the new details below:

Updated Emergency Contacts

- **Name:** [Contact Name 1]
- **Relationship:** [Relationship 1]
- **Phone Number:** [Phone Number 1]
- **Email:** [Email Address 1]

- **Name:** [Contact Name 2]
- **Relationship:** [Relationship 2]
- **Phone Number:** [Phone Number 2]
- **Email:** [Email Address 2]

If you need any further information or additional contacts, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position/Title]

[Your Contact Information]