

# **Urgent: Emergency Contact Change**

Date: [Insert Date]

To Whom It May Concern,

I am writing to inform you of an urgent change to my emergency contact information. Please update your records accordingly:

## **New Emergency Contact Details:**

Name: [New Contact Name]

Relationship: [Relationship to You]

Phone Number: [New Contact Phone Number]

Email Address: [New Contact Email]

I appreciate your prompt attention to this matter and request that you confirm receipt of this letter.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]