

# Emergency Contact Data Correction Notification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to inform you that there has been a correction made to your emergency contact information in our records.

## **Previous Information:**

- Name: [Previous Contact Name]
- Phone Number: [Previous Contact Phone Number]
- Relationship: [Previous Relationship]

## **Updated Information:**

- Name: [Updated Contact Name]
- Phone Number: [Updated Contact Phone Number]
- Relationship: [Updated Relationship]

If you believe this correction is incorrect, please contact us at [Contact Information] within [X days].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]