

Emergency Contact Information Change Notification

Date: [Insert Date]

Dear [Recipient's Name],

I am writing to inform you of a change in my emergency contact information. Please update your records accordingly.

New Emergency Contact Information

Name: [New Contact Name]

Relationship: [Relationship to Contact]

Phone Number: [New Phone Number]

Email: [New Email Address]

Thank you for your attention to this matter. If you have any questions, please feel free to reach out.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]