

Emergency Contact Person Update

Dear [Recipient's Name],

This is to inform you that your emergency contact information has been successfully updated in our records.

Your new emergency contact person is:

- Name: [New Contact Name]
- Relationship: [Relationship Type]
- Phone Number: [Contact Phone Number]
- Email: [Contact Email]

If you did not request this update or if you believe there is an error, please contact us immediately.

Thank you for keeping your information up to date.

Best regards,

[Your Organization's Name]

[Your Contact Information]