

Notification of Emergency Contact Revisions

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you that there have been revisions to your emergency contact information in our records.

Updated Emergency Contact Information:

- **Name:** [New Contact Name]
- **Relationship:** [Relationship to You]
- **Phone Number:** [Contact Phone Number]
- **Email:** [Contact Email]

If the above information is incorrect or if you would like to make further changes, please contact us at your earliest convenience.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization]

[Contact Information]