

Updated Emergency Contact List Notification

Date: [Insert Date]

Dear [Recipient's Name],

We are reaching out to inform you that our emergency contact list has been updated. Please find the revised contact information below:

Emergency Contacts

- **Name:** [Contact Name 1] - **Phone:** [Phone Number 1]
- **Name:** [Contact Name 2] - **Phone:** [Phone Number 2]
- **Name:** [Contact Name 3] - **Phone:** [Phone Number 3]

It is important to keep this information up-to-date. If you have any changes to your personal contact details, please let us know as soon as possible.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]