Emergency Contact Update

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]

To Whom It May Concern,

I am writing to inform you of an update to my emergency contact information for my patient records. Please find the updated details below:

Updated Emergency Contact Information

Name: [Emergency Contact Name]
Relationship: [Relationship to Patient]
Phone Number: [Emergency Contact Phone Number]
Alternate Phone Number: [Emergency Contact Alternate Phone Number]

Thank you for updating my records accordingly. If you require any further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]