

# Update Request for Emergency Contact List

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request an update to the emergency contact information for patient [Patient's Name], ID: [Patient ID].

Please find the details of the current emergency contacts below:

- Contact Name: [Current Contact Name]
- Phone Number: [Current Contact Number]
- Relationship: [Current Relationship]

We would like to update this information to ensure we have accurate contacts in case of an emergency. The new contact details are as follows:

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

Thank you for your attention to this matter. Please confirm the updates at your earliest convenience.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]