

Notification of Change of Emergency Contact

Date: [Insert Date]

To: [Manager's Name]

Restaurant Name: [Restaurant Name]

Address: [Restaurant Address]

Dear [Manager's Name],

I am writing to formally notify you of a change in my emergency contact information effective immediately.

Previous Emergency Contact:

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

New Emergency Contact:

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

Please update your records accordingly and let me know if you need any further information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]