

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Restaurant Manager's Name]

[Restaurant Name]

[Restaurant Address]

[City, State, Zip Code]

Subject: Request to Amend Emergency Contact Information

Dear [Restaurant Manager's Name],

I hope this message finds you well. I am writing to formally request an amendment to my emergency contact information on file at [Restaurant Name].

Currently, my designated emergency contact is [Current Emergency Contact Name and Relationship]. I would like to change this to [New Emergency Contact Name and Relationship], whose phone number is [New Emergency Contact Phone Number].

This update is necessary to ensure that in the event of an emergency, the most effective contact is reached. I appreciate your attention to this matter.

Thank you for your understanding. Please let me know if you require any further information to process this request.

Sincerely,

[Your Name]