

Adjustment to Emergency Contact List

Date: [Insert Date]

To Whom It May Concern,

I am writing to inform you of an adjustment to my emergency contact list. Please update your records with the following information:

New Emergency Contact:

Name: [Insert Name]

Relationship: [Insert Relationship]

Phone Number: [Insert Phone Number]

Email: [Insert Email]

Removal of Emergency Contact:

Name: [Insert Name]

Relationship: [Insert Relationship]

Thank you for your attention to this matter. Please let me know if you require any further information.

Sincerely,

[Your Name]

[Your Contact Information]