

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Change in Emergency Contact Information

Dear [Recipient Name],

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

Previous Emergency Contact:

Name: [Previous Contact Name]

Phone Number: [Previous Contact Number]

New Emergency Contact:

Name: [New Contact Name]

Phone Number: [New Contact Number]

I appreciate your assistance in updating this information in your records. Should you have any questions, please feel free to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position, if applicable]

[Your Contact Information]