

# Emergency Contact Amendment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request an amendment to my emergency contact information on file with [Company/Organization Name].

Please update my emergency contact details as follows:

- **Name:** [New Emergency Contact Name]
- **Relationship:** [Relationship to Contact]
- **Phone Number:** [New Emergency Contact Phone Number]
- **Email Address:** [New Emergency Contact Email Address]

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

Sincerely,

[Your Name]