

# Emergency Contact Change Announcement

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you of an important update regarding my emergency contact information.

As of [Effective Date], my new emergency contact is:

Name: [New Contact's Name]

Relationship: [Relationship to Contact]

Phone Number: [New Contact's Phone Number]

Email: [New Contact's Email Address]

It is crucial that you have this updated information in case of any emergencies. Please update your records accordingly.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]