

# Emergency Contact Information Update

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.

Please note the following changes:

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

Kindly update your records accordingly. If you have any questions or need further information, please feel free to reach out.

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]