

Emergency Contact Notification

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: New Emergency Contact Notification

Dear [Recipient's Name],

This letter is to inform you that I have updated my emergency contact information. Please find the details below:

New Emergency Contact:

Name: [Emergency Contact Name]

Relationship: [Relationship to You]

Phone Number: [Emergency Contact Phone Number]

Email: [Emergency Contact Email]

If you have any questions or need further information, please feel free to reach out to me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Contact Information]