

# Emergency Contact Update

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

This letter is to inform you of immediate updates to your emergency contacts in our records. Please review the changes below:

## Updated Emergency Contacts:

- **Contact Name:** [Updated Contact Name 1]  
**Relationship:** [Relationship to the individual]  
**Phone Number:** [Updated Phone Number 1]
- **Contact Name:** [Updated Contact Name 2]  
**Relationship:** [Relationship to the individual]  
**Phone Number:** [Updated Phone Number 2]

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

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]