

Notification of Emergency Contact Changes

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

This letter is to inform you that there has been a change to my emergency contact information. Please update your records accordingly.

New Emergency Contact Information:

Name: [New Contact Name]

Relationship: [Relationship to Contact]

Phone Number: [New Contact Phone Number]

Email: [New Contact Email]

Address: [New Contact Address]

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 Address]

[Your Phone Number]

[Your Email]