

# Revised Emergency Contact List

Date: [Insert Date]

To: [Insert Recipient's Name]

From: [Insert Your Name]

Subject: Revised Emergency Contact List

Dear [Recipient's Name],

We have recently updated the emergency contact list to ensure that we have the most accurate and current information available. Please find the revised list below:

## Emergency Contact List

Name	Relationship	Phone Number	Email
[Contact 1 Name]	[Relationship]	[Phone Number]	[Email Address]
[Contact 2 Name]	[Relationship]	[Phone Number]	[Email Address]
[Contact 3 Name]	[Relationship]	[Phone Number]	[Email Address]

Please review the information and notify us if any further updates are needed. It is critical that we are prepared for emergencies.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]