

Emergency Contact Update Notification

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name or Organization's Name]

Dear [Recipient's Name],

This letter is to inform you that we have updated our records with your new emergency contact information. Please review the details below:

Updated Emergency Contact Information

Name: [Emergency Contact Name]

Relationship: [Relationship to You]

Phone Number: [Emergency Contact Phone Number]

Email Address: [Emergency Contact Email Address]

If you have any questions or need further assistance, please do not hesitate to contact us.

Thank you for keeping your information updated.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]