

Date: [Insert Date]

To: [Recipient Name or Human Resources Department]

From: [Your Name]

Employee ID: [Your ID Number, if applicable]

Subject: Request to Update Emergency Contact Information

Dear [Recipient Name],

I am writing to formally request an update to my emergency contact information currently on file. Please replace my previous records with the following details:

Primary Emergency Contact:

- Name: [Contact Name]
- Relationship: [Relationship to you]
- Phone Number: [Phone Number]
- Alternative Phone Number: [Phone Number]
- Email Address: [Email Address]

Secondary Emergency Contact (Optional):

- Name: [Contact Name]
- Relationship: [Relationship to you]
- Phone Number: [Phone Number]

Please confirm once these changes have been updated in the system. Thank you for your assistance.

Sincerely,

[Your Signature]

[Your Printed Name]