

Date: [Insert Date]

To: [Brokerage Name / Office Manager Name]

Subject: Emergency Contact Information - [Your Full Name]

Dear [Name],

Please find my updated emergency contact information below to be kept on file at the office.

Agent Details:

Full Name: [Your Full Name]

Mobile Phone: [Your Phone Number]

Home Address: [Your Home Address]

Primary Emergency Contact:

Name: [Contact Name]

Relationship: [e.g., Spouse, Parent, Friend]

Phone Number: [Contact Phone Number]

Alternative Phone: [Contact Alternative Phone]

Secondary Emergency Contact (Optional):

Name: [Contact Name]

Relationship: [Relationship]

Phone Number: [Contact Phone Number]

Medical Information (Optional/Confidential):

Known Allergies: [Insert Allergies or "None"]

Preferred Hospital: [Insert Hospital Name]

In the event of an emergency during a showing, open house, or while at the office, please contact the individuals listed above in the order provided.

Sincerely,

[Your Signature]

[Your Printed Name]