# Email template to update a main contact

Please send your email to:

pcse.datamanager@nhs.net

Please use the subject:

Change of Main Contact - for the attention of Trevor

Dear PCSE,

**Site Code:** Y0XXXX\* **Site Name:** HMP XX

Please could you change the main contact details for our site:

**From**: insert full name and email address
**New main contact details:** insert full name and email address

If you require any further information, please get in touch either via email or telephone number below.

Thank you for your help with this matter.

\* *The site code can be found by going to System – Show PC ID and should only use the Y0XXXX as this is the code PCSE have for identifying sites.*