

# Emergency Contact Update

Date: [Insert Date]

To: [School Name]

Address: [School Address]

Dear [Principal's Name or School Administrator's Name],

I am writing to inform you of an update to my child's emergency contact information for school records. Please find the details below:

## Student Information

Name: [Child's Name]

Grade: [Child's Grade]

## Updated Emergency Contact

Contact Name: [New Emergency Contact Name]

Relationship to Student: [Relationship]

Phone Number: [Contact Phone Number]

Email Address: [Contact Email Address]

Please update your records accordingly. If you have any questions or require further information, feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]