

Emergency Contact Update

Date: [Insert Date]

Dear [Coach/Team Manager's Name],

I hope this message finds you well. I am writing to inform you of an update to the emergency contact information for my child, [Child's Name], who is a member of the [Team Name] sports team.

Updated Emergency Contact Information:

Name: [New Emergency Contact Name]

Relationship to Player: [Relationship]

Phone Number: [New Emergency Contact Phone Number]

Email Address: [New Emergency Contact Email Address]

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

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Relationship to the Player]