

# Notification of Changes to Emergency Contact Persons

Date: [Insert Date]

To: [School Name]

Address: [School Address]

Dear [School Administrator's Name],

I hope this message finds you well. I am writing to inform you of changes to the emergency contact persons for my child, [Child's Name], who is enrolled in [Grade/Class Name].

## New Emergency Contact Persons

- **Name:** [New Contact Name 1]
- **Relationship:** [Relationship to Child]
- **Phone Number:** [Phone Number]
- **Address:** [Address]
  
- **Name:** [New Contact Name 2]
- **Relationship:** [Relationship to Child]
- **Phone Number:** [Phone Number]
- **Address:** [Address]

Please update your records accordingly. If you need any further information or documentation, do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]