

Emergency Contact Information Update

Dear [School Name] Family,

We hope this message finds you well. As part of our commitment to ensuring the safety and well-being of our students, we ask that you keep your emergency contact information up to date.

If you need to make any alterations to your emergency contacts, please fill out the form below:

Student's Name:

Parent/Guardian Name:

Relation to Student:

New Emergency Contact Number:

Thank you for your attention to this important matter.

Sincerely,

[Your Name]
[Your Position]
[School Name]