

Emergency Contact Change Notification

Date: [Insert Date]

To: [School Name]

Address: [School Address]

Dear [Recipient's Name/School Administration],

I am writing to inform you of a change in the emergency contact information for my child, [Child's Name], who is enrolled in [Grade/Class] at your institution.

Previous Emergency Contact Information:

Name: [Previous Contact Name]

Relationship: [Relationship to Student]

Phone Number: [Previous Contact Phone Number]

New Emergency Contact Information:

Name: [New Contact Name]

Relationship: [Relationship to Student]

Phone Number: [New Contact Phone Number]

Please update the records accordingly. If you have any questions or need further information, 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]

[Your Contact Information]