

Notification of Updated Emergency Contact Details

Date: [Insert Date]

Dear [Parent/Guardian's Name],

We hope this message finds you well. This letter serves to inform you that we have updated the emergency contact details for your child, [Child's Name], who is enrolled in [Grade/Class Name] at [School Name].

Updated Emergency Contact Information:

- **Name:** [New Contact Name]
- **Relationship to Student:** [Relationship]
- **Phone Number:** [Phone Number]
- **Email Address:** [Email Address]

It is essential for us to have accurate and up-to-date contact information for emergency situations. If you require any further changes or if you have additional contacts to add, please do not hesitate to reach out to our office.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[School Name]

[School Contact Information]