

# Revised Emergency Contact List

Date: [Insert Date]

Dear [Parent/Guardian's Name],

We are writing to inform you that we have updated our emergency contact list for school records. It is crucial that we have accurate and current information to ensure the safety and well-being of your child.

## Updated Emergency Contact Information:

- **Name:** [Contact Name 1]
- **Relationship to Student:** [Relationship]
- **Phone Number:** [Phone Number]
  
- **Name:** [Contact Name 2]
- **Relationship to Student:** [Relationship]
- **Phone Number:** [Phone Number]

Please review this information and inform us of any necessary changes at your earliest convenience. Your child's safety is our top priority.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]  
[Your Position]  
[School Name]  
[Contact Information]