

Emergency Contact Reference Letter

Date: [Insert Date]

To Whom It May Concern,

I am writing to provide a reference for [Child's Name], who is under my care and may require childcare services. I can be reached at the following contact details in case of an emergency:

Name: [Your Name]

Relationship to Child: [Your Relationship]

Phone Number: [Your Phone Number]

Email Address: [Your Email Address]

Address: [Your Address]

I can assure you that I will respond promptly to any emergencies regarding [Child's Name]. If you have any questions or need further information, please feel free to contact me at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]