

# Emergency Contact Update

Date: [Insert Date]

Dear [Parent's Name],

We are writing to inform you of an important update concerning your child, [Child's Name], who is enrolled in our childcare service. It is essential that we have accurate emergency contact information on file.

## Current Emergency Contacts:

- 1st Contact: [Name] - [Relationship] - [Phone Number]
- 2nd Contact: [Name] - [Relationship] - [Phone Number]

## Updated Emergency Contacts:

- New 1st Contact: [Name] - [Relationship] - [Phone Number]
- New 2nd Contact: [Name] - [Relationship] - [Phone Number]

Please review the above information and confirm if the updates are accurate. If you need to provide further changes or have any questions, feel free to reach out to us at [Childcare Service Phone Number] or [Childcare Service Email].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Childcare Service Name]