

# Amendment to Emergency Contact Information

Date: \_\_\_\_\_

Dear [Recipient's Name],

I am writing to request an amendment to the emergency contact information for my child, [Child's Name], who is currently enrolled in [Grade/Class Name].

## Current Emergency Contact Information:

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Relationship: \_\_\_\_\_

## New Emergency Contact Information:

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Relationship: \_\_\_\_\_

Please update this information in your records at your earliest convenience. If you have any questions or need further information, feel free 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]