

Change of Student Emergency Contact Information

Date: [Insert Date]

To Whom It May Concern,

I am writing to inform you of a change in the emergency contact information for [Student's Name], a student at [School Name]. The previous emergency contact details are no longer valid, and we would like to update them as follows:

Previous Emergency Contact Information

Name: [Previous Contact Name]

Relationship: [Relationship to Student]

Phone Number: [Previous Contact Phone Number]

New Emergency Contact Information

Name: [New Contact Name]

Relationship: [Relationship to Student]

Phone Number: [New Contact Phone Number]

We appreciate your attention to this matter. If you have any questions or need further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Relationship to Student]

[Your Contact Information]