

# Emergency Contact Correction Letter

Date: [Insert Date]

To Whom It May Concern,

I am writing to request a correction to the emergency contact information provided during my child's school enrollment.

Child's Name: [Insert Child's Name]

Grade: [Insert Grade]

Current Emergency Contact Name: [Insert Incorrect Name]

Correct Emergency Contact Name: [Insert Correct Name]

Correct Emergency Contact Phone Number: [Insert Correct Phone Number]

I appreciate your attention to this matter and hope to have this information updated as soon as possible.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]