

# Emergency Contact Update Form

Dear Parents/Guardians,

We are reaching out to request an update to your child's emergency contact information. It is essential for us to have the most current contact details to ensure your child's safety.

## Child's Information

Child's Name: \_\_\_\_\_

Grade/Class: \_\_\_\_\_

## Updated Emergency Contact Details

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

Relationship to Child: \_\_\_\_\_

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

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

Address: \_\_\_\_\_

Please return this form by \_\_\_\_\_.

Thank you for your prompt attention to this matter.

Sincerely,

[School/Organization Name]

[Contact Information]