

Notification of Changes in Emergency Contacts

Date: [Insert Date]

Dear [Recipient's Name or Parents/Guardians],

We hope this message finds you well. We are writing to inform you of important changes to the emergency contacts listed for your child, [Child's Name], at [School Name].

Effective immediately, the following updates have been made to your child's emergency contact information:

- **Primary Contact:** [New Primary Contact Name, Relationship, Phone Number]
- **Secondary Contact:** [New Secondary Contact Name, Relationship, Phone Number]

If you have any questions or require additional information, please do not hesitate to contact the school office at [School Phone Number] or [School Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[School Name]

[School Contact Information]