

# Emergency Contact Update

Date: [Insert Date]

To Whom It May Concern,

I am writing to update the emergency contact details for my child, [Child's Name], who is enrolled in [Grade/Class Name] at [School Name].

## **New Emergency Contact Information:**

Primary Contact Name: [New Primary Contact Name]

Relationship to Child: [Relationship]

Phone Number: [Phone Number]

Email Address: [Email Address]

## **Alternate Emergency Contact Information:**

Name: [Alternate Contact Name]

Relationship to Child: [Relationship]

Phone Number: [Phone Number]

Email Address: [Email Address]

Please let me know if you require any additional information or documentation.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]