

Urgent Update: School Emergency Contacts

Dear Parents and Guardians,

We are reaching out to inform you of an important update regarding the emergency contact information we have on file for your child. Ensuring that we have up-to-date and accurate contact information is crucial for the safety and well-being of all students.

Please take a moment to review and update your emergency contact information by filling out the attached form. This information will be used in case of emergencies or urgent situations.

We appreciate your immediate attention to this matter. If you have any questions, please do not hesitate to contact the school office.

Thank you for your cooperation.

Sincerely,
[Your Name]
[Your Position]
[School Name]
[Contact Information]