

# Changes to Guardian Emergency Contact Information

Date: [Insert Date]

To Whom It May Concern,

We are writing to inform you of changes to the guardian emergency contact information for [Child's Name], who is enrolled at [School/Organization Name].

## **New Guardian Contact Information:**

Name: [New Guardian Name]

Relationship to Child: [Relationship]

Phone Number: [New Phone Number]

Email Address: [New Email Address]

Address: [New Address]

## **Previous Guardian Contact Information:**

Name: [Previous Guardian Name]

Phone Number: [Previous Phone Number]

Please update your records accordingly. Should you have any questions or require further information, feel free to contact me at [Your Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position, if applicable]

[Your Contact Information]