

# Emergency Contact Update for Guardians

Date: [Insert Date]

Dear [Guardian's Name],

We hope this message finds you well. As part of our commitment to ensuring the safety and well-being of all our students, we are reaching out to request an update to your emergency contact information.

## Current Emergency Contact Details

Name: [Current Contact Name]

Phone Number: [Current Phone Number]

## Updated Emergency Contact Details

Name: [New Contact Name]

Phone Number: [New Phone Number]

Please respond to this email with your updated information by [Deadline Date]. Your prompt response will help us ensure that we have the most accurate information on file in case of an emergency.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]