

# Guardian Emergency Contact Information Change

Date: [Insert Date]

To Whom It May Concern,

I am writing to inform you of a change in my emergency contact information for my child, [Child's Name], who is enrolled in [School/Organization Name].

## **New Emergency Contact Information:**

Name: [New Contact Name]

Relationship to Child: [Relationship]

Phone Number: [New Contact Phone Number]

Address: [New Contact Address]

## **Previous Emergency Contact Information:**

Name: [Old Contact Name]

Phone Number: [Old Contact Phone Number]

Please update your records accordingly. If you have any questions or require further information, do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Relationship to Child]

[Your Contact Information]