

# Guardian Emergency Contact Update Notification

Date: [Insert Date]

Dear [Guardian's Name],

We are writing to inform you that we have updated the emergency contact information in our records for [Child's Name]. Please review the details below:

## Emergency Contact Information

**Name:** [New Emergency Contact Name]

**Relationship to Child:** [Relationship]

**Phone Number:** [Phone Number]

**Email Address:** [Email Address]

If you believe this information is incorrect or need further assistance, please do not hesitate to contact us at [School/Organization Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[School/Organization Name]