

# Important Update: Guardian Emergency Contact

Dear [Parent/Guardian's Name],

We hope this message finds you well. We are reaching out to inform you of an important update regarding your child's emergency contact information.

Please review the current guardian emergency contact details below:

- **Name:** [Current Guardian's Name]
- **Phone Number:** [Current Guardian's Phone Number]
- **Email:** [Current Guardian's Email]

If there are any changes or updates needed, please fill out the attached form and return it to us by [Deadline Date]. It is crucial for us to have accurate contact information for emergency situations.

Thank you for your attention to this important matter. If you have any questions or concerns, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Title]

[School/Organization Name]

[Contact Information]