

# Notification of Guardian Emergency Contact Revision

Dear [Guardian's Name],

We hope this message finds you well. We are writing to notify you that there has been a revision to your emergency contact information for [Student's Name].

## Revised Emergency Contact Information:

- **Name:** [New Contact Name]
- **Relationship:** [Relation of New Contact]
- **Phone Number:** [New Contact Phone Number]
- **Email:** [New Contact Email]

If you have any questions or need further assistance, please do not hesitate to reach out to us at [School's Contact Information].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[School's Name]

[Date]