

# Updated Guardian Emergency Contact Details

Date: [Insert Date]

To Whom It May Concern,

I am writing to provide updated emergency contact details for my child, [Child's Name], who is enrolled at [School/Organization Name]. Please find the new information below:

## Guardian Information

Name: [Guardian's Name]

Relationship to Child: [Relationship]

Phone Number: [Guardian's Phone Number]

Email Address: [Guardian's Email]

Address: [Guardian's Address]

## Secondary Contact Information

Name: [Secondary Contact's Name]

Relationship to Child: [Relationship]

Phone Number: [Secondary Contact's Phone Number]

Email Address: [Secondary Contact's Email]

Address: [Secondary Contact's Address]

Please update your records accordingly. If you have any questions, feel free 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]