

Amendment to Emergency Contact List

Date: [Insert Date]

To: [University Name]

Office of Student Affairs

Subject: Amendment to Emergency Contact List

Dear [Recipient's Name],

I am writing to request an amendment to my emergency contact list on file at [University Name]. Please update the following information:

Current Emergency Contact Information:

- Name: [Current Contact Name]
- Relationship: [Relationship]
- Phone Number: [Current Phone Number]
- Email: [Current Email]

New Emergency Contact Information:

- Name: [New Contact Name]
- Relationship: [New Relationship]
- Phone Number: [New Phone Number]
- Email: [New Email]

Please let me know if you require any further information to process this amendment. I appreciate your attention to this matter.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Student ID]

[Your Contact Information]