

# Student Affairs Office

Date: [Insert Date]

To Whom It May Concern,

I am writing to formally notify you of a change in my emergency contact information. Please update your records accordingly.

**Student Name:** [Insert Student Name]

**Student ID:** [Insert Student ID]

**Previous Emergency Contact:**

Name: [Insert Previous Contact Name]

Phone Number: [Insert Previous Contact Phone Number]

**New Emergency Contact:**

Name: [Insert New Contact Name]

Relationship: [Insert Relationship]

Phone Number: [Insert New Contact Phone Number]

I appreciate your attention to this matter and thank you for ensuring that my records are up to date.

Sincerely,

[Your Name]

[Your Contact Information]