

Emergency Contact Change Request

Date: [Insert Date]

To: Student Services Department

From: [Your Name]

Student ID: [Your Student ID]

Email: [Your Email Address]

Phone: [Your Phone Number]

Subject: Request to Update Emergency Contact Information

Dear Student Services Team,

I am writing to formally request a change in my emergency contact information.

Current Emergency Contact:

- Name: [Current Contact's Name]
- Relationship: [Relationship]
- Phone Number: [Current Phone Number]

New Emergency Contact:

- Name: [New Contact's Name]
- Relationship: [New Relationship]
- Phone Number: [New Phone Number]

I understand the importance of maintaining accurate emergency contact information, and I appreciate your assistance in processing this update. If you require any additional information, please do not hesitate to reach out.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]