

# Emergency Contact Update

Date: [Insert Date]

To: [University Name] Enrollment Office

Dear Enrollment Office,

I hope this message finds you well. I am writing to update the emergency contact information associated with my enrollment at [University Name]. Here are the updated details:

## **New Emergency Contact Information:**

**Name:** [Emergency Contact Name]

**Relationship:** [Relationship to Student]

**Phone Number:** [Emergency Contact Phone Number]

**Email:** [Emergency Contact Email]

Please let me know if you require any additional information or documentation.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Student ID]

[Your Phone Number]

[Your Email]