

Notification of Updated Emergency Contact Information

Dear [Recipient's Name],

We would like to inform you that the emergency contact information associated with your record at [Institution Name] has been updated. Please review the following details:

Updated Emergency Contact Information

- **Name:** [Emergency Contact Name]
- **Relationship:** [Relationship to Student]
- **Phone Number:** [Emergency Contact Phone Number]
- **Email Address:** [Emergency Contact Email]

If you believe this information is incorrect or if you would like to make further updates, please contact the administrative office at [Office Phone Number] or [Office Email Address].

Thank you for your attention to this important matter.

Sincerely,
[Your Name]
[Your Title]
[Institution Name]
[Institution Contact Information]