

Request to Revise Emergency Contact Information

Date: [Insert Date]

To: [Name of Campus Safety Coordinator]

Campus Safety Office
[Campus Name]
[Campus Address]

Dear [Name of Campus Safety Coordinator],

I hope this message finds you well. I am writing to formally request a revision to my emergency contact information currently on file with the Campus Safety Office.

My name is [Your Name], and I am a [Your Position/Title, e.g., student, staff] at [Your Department/School]. My student/staff ID number is [Your ID Number].

Due to [reason for the change, e.g., a change in my personal circumstances, such as a relocation], I would like to update my emergency contacts to ensure that my information is accurate and up-to-date.

Here are the revised emergency contact details:

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

Please let me know if you require any further information or documentation to process this request. Thank you for your attention to this matter, and I appreciate your help in keeping my records accurately updated.

Sincerely,

[Your Name]
[Your Student/Staff ID Number]
[Your Contact Information]