

Revised Emergency Contact Information

Date: [Insert Date]

To Whom It May Concern,

I am writing to inform you of my revised emergency contact information that is necessary for my university registration.

New Emergency Contact Details:

Name: [Contact Name]

Relationship: [Relationship to Student]

Phone Number: [Contact Phone Number]

Email: [Contact Email]

Please update your records accordingly. Should you require any further information, do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Student ID]

[Your Contact Information]