

Emergency Contact Update

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Student ID Number]

Office of Student Records
[University Name]
[University Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to update my emergency contact details as per the requirements for university records.

Updated Emergency Contact Information:

Primary Contact:

Name: [Contact Name]
Phone: [Contact Phone Number]
Relationship: [Relationship to You]

Secondary Contact:

Name: [Contact Name]
Phone: [Contact Phone Number]
Relationship: [Relationship to You]

Thank you for your attention to this matter. Please let me know if you require any further information.

Sincerely,
[Your Name]
[Your Student ID Number]