

Urgent Update: Emergency Contact Information

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you of an urgent update regarding your emergency contact information on file with [Institution Name]. It is crucial that we maintain accurate records to ensure the safety and well-being of all students.

Please review your current emergency contact details below:

- **Current Emergency Contact Name:** [Current Name]
- **Relationship:** [Relationship]
- **Phone Number:** [Current Phone Number]

If any changes need to be made, please respond to this email or contact our office at [Phone Number] by [Deadline Date]. Your prompt attention to this matter is greatly appreciated.

Thank you for your cooperation.

Sincerely,

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