

Contact Information Update

Date: [Insert Date]

To: [School Name]

Address: [School Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you of an update to my contact information for school records.

New Contact Information:

- Name: [Your Name]
- Email: [Your Email]
- Phone Number: [Your Phone Number]
- Address: [Your New Address]

Please update your records accordingly. If you need any further information, feel free to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Relationship to Student]