

Subject: Update of Email Address for School Communication

Dear [Teacher's/Administrator's Name],

I hope this message finds you well. I am writing to inform you that I have recently changed my email address. Please update your records accordingly.

New Email Address: [yournewemail@example.com]

Thank you for your attention to this matter. I look forward to continuing to receive important communications from the school.

Best regards,

[Your Full Name]

[Your Child's Name and Grade]

[Your Contact Information]