

Emergency Contact Update

Date: [Insert Date]

To Whom It May Concern,

I am writing to update the emergency contact information for my child, [Child's Name], who is enrolled in [Grade/Class] at [School Name].

The updated emergency contact information is as follows:

- Contact Name: [New Contact Name]
- Relationship: [Relationship to Child]
- Phone Number: [New Phone Number]
- Alternate Phone Number: [New Alternate Phone Number]
- Email Address: [New Email Address]

If you have any questions or need further information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[Your City, State, Zip Code]