

Parental Contact Information Revision

Date: **[Insert Date]**

To: **[Teacher/Administrator's Name]**

School: **[School Name]**

Dear [Teacher/Administrator's Name],

I hope this message finds you well. I am writing to inform you that we have recently made changes to our contact information for our child's records.

Please update your records with the following information:

- **Parent/Guardian Name:** [Insert Name]
- **Address:** [Insert Address]
- **Phone Number:** [Insert Phone Number]
- **Email Address:** [Insert Email Address]

Thank you for your attention to this matter. If you have any questions, please feel free to contact me at the number or email provided above.

Sincerely,

[Your Name]

[Your Relationship to the Child]

[Child's Name and Grade]