

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Daycare Center Name]
[Daycare Center Address]
[City, State, Zip Code]

Dear [Daycare Center Director's Name],

I hope this message finds you well. I am writing to inform you of an important update regarding the emergency contacts for my child, [Child's Name], who is enrolled in [Class/Program Name] at your center.

Please update the following emergency contact information:

****Old Emergency Contact:****

Name: [Old Contact Name]

Relationship: [Relationship to Child]

Phone Number: [Old Contact Phone Number]

****New Emergency Contact:****

Name: [New Contact Name]

Relationship: [Relationship to Child]

Phone Number: [New Contact Phone Number]

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 Signature (if sending a hard copy)]