

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

[Recipient's Name]
[School/Program Name]
[School/Program Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to provide my emergency contact information as required for my participation in the exchange program. Please find my details below:

****Student Information:****

Name: [Your Full Name]
Date of Birth: [Your Date of Birth]
Program/Year: [Program Name/Year]

****Emergency Contact Information:****

Name: [Emergency Contact Name]
Relationship: [Relationship to You]
Phone Number: [Emergency Contact Phone Number]
Email Address: [Emergency Contact Email Address]
Address: [Emergency Contact Address if necessary]

Please feel free to reach out if you require any additional information.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]