

Emergency Communication Update

Date: [Insert Date]

Dear [Vendor Name],

We are reaching out to inform you of an emergency situation that has arisen. Please find the details below:

Emergency Details

- **Nature of Emergency:** [Describe the nature of the emergency]
- **Location:** [Specify location of the incident]
- **Date and Time of Incident:** [Insert Date and Time]

Immediate Actions Required

[List the immediate actions the vendor needs to take]

Contact Information

If you have any questions or need to report any updates, please contact:

- **Name:** [Contact Name]
- **Phone:** [Contact Number]
- **Email:** [Contact Email]

Thank you for your prompt attention to this matter. We will keep you updated as more information becomes available.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]