

Vendor Emergency Contact Details Update

Date: [Insert Date]

Dear [Vendor Name],

We hope this message finds you well. As part of our ongoing efforts to ensure effective communication during emergencies, we request that you update your emergency contact details in our records.

Current Emergency Contact Details

- Name: [Current Contact Name]
- Phone: [Current Contact Phone]
- Email: [Current Contact Email]

New Emergency Contact Details

- Name: [New Contact Name]
- Phone: [New Contact Phone]
- Email: [New Contact Email]

Please verify the information above and confirm the updates by [Insert Response Deadline]. Your prompt attention to this matter is greatly appreciated.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]