

Dear [Vendor Name],

We hope this message finds you well. We are writing to inform you of a change in our emergency contact information.

The updated emergency contact details are as follows:

- **Name:** [New Contact Name]
- **Phone Number:** [New Contact Phone Number]
- **Email Address:** [New Contact Email Address]
- **Alternate Phone Number:** [Alternate Phone Number]

Please update your records accordingly and feel free to reach out if you have any questions or require further information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]