

# Vendor Emergency Contact List Modification

Date: [Insert Date]

To: [Vendor Name]

From: [Your Company Name]

Dear [Vendor Contact Name],

We are reaching out to request an update to your emergency contact information on our records. Ensuring that we have the correct contact details for our vendors is crucial for effective communication in case of emergencies.

## Required Information:

- Full Name:
- Title:
- Phone Number:
- Email Address:
- Alternative Contact (if applicable):

Please provide the updated information by [Insert Deadline]. This will help us maintain a seamless partnership and ensure safety during critical situations.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]