

Emergency Contact Notification

Date: [Insert Date]

To: [Vendor Name]

From: [Your Company Name]

Subject: Emergency Contact Notification

Dear [Vendor Contact Name],

This letter serves to inform you of our emergency contact procedures in the event of an emergency situation related to our ongoing business operations.

Emergency Contact Information

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

Secondary Contact

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

We appreciate your immediate attention to this matter. Should you have any questions or require further information, please do not hesitate to reach out to us.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Phone Number]

[Your Email Address]