

Vendor Emergency Liaison Contact Amendment

Date: [Insert Date]

To: [Vendor Name]

Contact Person: [Vendor Contact Person]

Address: [Vendor Address]

Dear [Vendor Contact Person],

We are writing to inform you of an amendment to our emergency liaison contact for your account with us. Effective immediately, the following individual will be the primary point of contact for any emergency situations:

New Emergency Liaison Contact

Name: [New Contact Name]

Title: [New Contact Title]

Phone Number: [New Contact Phone Number]

Email Address: [New Contact Email Address]

Please update your records accordingly and direct all emergency communications to the new contact listed above. Thank you for your attention to this matter.

If you have any questions or require further information, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]