

Vendor Emergency Personnel Contact Change Notification

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Dear [Vendor Contact Name],

We are writing to inform you of a change in the emergency personnel contact for our organization. Effective [Insert Effective Date], please update your records to reflect the following new contact information:

New Emergency Contact Information

Name: [New Contact Name]

Title: [New Contact Title]

Phone Number: [New Contact Phone Number]

Email: [New Contact Email]

We appreciate your attention to this matter and ask that you ensure this information is updated in your files. Should you have any questions or require further clarification, please do not hesitate to reach out.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]