

Vendor Emergency Response Contact Adjustment

Date: [Insert Date]

To: [Vendor Name]

[Vendor Address]

Dear [Vendor Contact Name],

We hope this message finds you well. Due to recent updates in our emergency response procedures, we would like to adjust the contact details for immediate communication in case of emergencies.

Kindly update our records with the following contact information:

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

Thank you for your prompt attention to this matter. Please confirm receipt of this adjustment.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]