

# Vendor Emergency Coordinator Details

**Date:** [Insert Date]

**To:** [Vendor Name]

**From:** [Your Name]

**Subject:** Emergency Coordinator Contact Information

Dear [Vendor Name],

In order to ensure a timely response during emergencies, please find below the contact details for our emergency coordinator:

- **Name:** [Emergency Coordinator Name]
- **Title:** [Title]
- **Phone:** [Phone Number]
- **Email:** [Email Address]
- **Office Address:** [Office Address]

It is crucial that your team has this information readily available. Please ensure that it is shared among all relevant personnel.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]