

Emergency Response Contact Letter

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Dear [Vendor Contact Name],

In case of an emergency, we require immediate contact from our vendors. Please provide the following emergency response information:

Emergency Contacts

- **Contact Name:** [Contact 1 Name] | **Phone Number:** [Contact 1 Phone] | **Email:** [Contact 1 Email]
- **Contact Name:** [Contact 2 Name] | **Phone Number:** [Contact 2 Phone] | **Email:** [Contact 2 Email]
- **Contact Name:** [Contact 3 Name] | **Phone Number:** [Contact 3 Phone] | **Email:** [Contact 3 Email]

Please ensure that this information is kept up to date and notify us promptly of any changes.

Thank you for your cooperation.

Sincerely,
[Your Name]
[Your Position]
[Your Company]
[Your Contact Information]