

Subcontractor Crisis Contact Information Update

Date: [Insert Date]

To: [Recipient's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to inform you about an important update regarding our crisis contact information. In the event of an emergency or crisis situation, please refer to the updated contacts below:

Crisis Contact Information:

- **Name:** [New Contact Name]
- **Position:** [New Contact Position]
- **Phone:** [New Contact Phone Number]
- **Email:** [New Contact Email]

Please ensure that this information is updated in your records and disseminated to relevant personnel within your team. If you have any questions or require further information, do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]
[Your Phone Number]
[Your Email]