

Emergency Contact Details Request

Date: [Insert Date]

To: [Subcontractor's Name]

[Subcontractor's Address]

Dear [Subcontractor's Name],

As part of our ongoing commitment to safety and effective communication, we request that you provide us with the emergency contact details for your team. This information is essential to ensure swift action in case of an emergency on-site.

Please provide the following details:

- Name of Emergency Contact:
- Phone Number:
- Email Address:
- Alternative Contact (if applicable):
- Additional Notes (if any):

We appreciate your prompt attention to this matter. Please send the requested information by [Insert Deadline].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]