

# Urgent Contact Information Submission

Date: [Insert Date]

To: [Insert Main Contractor's Name]

From: [Insert Subcontractor's Name]

Subject: Urgent Contact Information Submission

Dear [Insert Main Contractor's Name],

In light of the recent project developments, we are submitting our updated urgent contact information to ensure seamless communication. Please find the contact details below:

## Contact Information

- Name: [Insert Contact Name]
- Position: [Insert Position]
- Phone: [Insert Phone Number]
- Email: [Insert Email Address]

For any urgent matters regarding ongoing projects, please feel free to reach out to me directly using the contact information provided above.

Thank you for your attention to this matter.

Best regards,

[Insert Subcontractor's Name]

[Insert Subcontractor's Company]

[Insert Subcontractor's Phone Number]

[Insert Subcontractor's Email Address]