

Emergency Contact Assignment for Community Events

Date: [Insert Date]

To Whom It May Concern,

This letter serves to confirm the assignment of emergency contacts for the upcoming community event, [Event Name], scheduled on [Event Date] at [Event Location].

Designated Emergency Contacts:

- **Name:** [Contact Name 1]
- **Phone Number:** [Contact Phone 1]
- **Email:** [Contact Email 1]

- **Name:** [Contact Name 2]
- **Phone Number:** [Contact Phone 2]
- **Email:** [Contact Email 2]

Please ensure that all participants are made aware of these contacts and know the appropriate procedures to follow in case of an emergency.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]