

Emergency Contact Specification

Date: [Insert Date]

To: [Event Organizer's Name]

Event: [Event Name]

Dear [Event Organizer's Name],

This letter serves as a specification for emergency contacts for the upcoming event, [Event Name], scheduled on [Event Date]. In order to ensure the safety and well-being of all participants, please see the following emergency contacts:

Emergency Contacts:

- **Name:** [Contact Name 1]
- **Relationship:** [Relationship to Event Organizer]
- **Phone:** [Contact Phone Number]

- **Name:** [Contact Name 2]
- **Relationship:** [Relationship to Event Organizer]
- **Phone:** [Contact Phone Number]

On-Site Emergency Response:

Local Medical Emergency Number: [Local Emergency Number]

Nearest Hospital: [Hospital Name and Address]

We appreciate your attention to this matter and your commitment to ensuring a safe environment during the event. Please feel free to reach out if there are any questions or further requirements.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]