

# Emergency Contact Information

Date: [Insert Date]

To Whom It May Concern,

This letter serves as a formal notification of our emergency contact information for the transportation services provided by [Your Company Name]. In case of any emergencies, please refer to the following contact details:

## Emergency Contact Person:

Name: [Insert Name]

Position: [Insert Position]

Phone Number: [Insert Phone Number]

Email: [Insert Email Address]

## Alternative Contact:

Name: [Insert Alternative Name]

Position: [Insert Alternative Position]

Phone Number: [Insert Alternative Phone Number]

Email: [Insert Alternative Email Address]

For any transportation-related emergencies, please do not hesitate to reach out to the contacts listed above.

Thank you for your attention to this important information.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]