

# Emergency Contact Information Request

Dear [Attendee's Name],

As part of our efforts to ensure the safety and well-being of all participants during [Event Name] on [Event Date], we kindly request that you provide us with your emergency contact information.

Please fill out the details below:

Full Name:

Relationship to Emergency Contact:

Emergency Contact Name:

Emergency Contact Phone Number:

Your safety is our priority. Thank you for your cooperation.

Sincerely,  
[Your Name]  
[Your Position]  
[Organization Name]  
[Contact Information]