

Emergency Contact Information Request

Dear [Participant's Name],

We are excited to have you participate in our upcoming workshop, [Workshop Name], on [Date]. To ensure your safety and well-being during the event, we kindly ask that you provide us with your emergency contact information.

Please fill out the following information:

- Emergency Contact Name: _____
- Relationship to Participant: _____
- Phone Number: _____
- Email Address: _____

Your prompt response will help us ensure a smooth and secure experience for all participants. Please return this information by [Deadline Date].

Thank you for your cooperation.

Sincerely,

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