

# Urgent Contact Information for Event Coordinators

Dear Event Coordinators,

This letter serves to provide you with essential and urgent contact information for the upcoming event.

## Event Details:

**Event Name:** Annual Charity Gala

**Date:** December 15, 2023

**Location:** Grand Ballroom, City Center

## Contact Information:

**Primary Coordinator:** John Doe

**Phone Number:** (123) 456-7890

**Email:** johndoe@example.com

**Secondary Coordinator:** Jane Smith

**Phone Number:** (234) 567-8901

**Email:** janesmith@example.com

## Emergency Contact:

**Emergency Services:** (123) 911-0000

Your immediate attention to this information is greatly appreciated. Please feel free to reach out if you have any questions or require further assistance.

Sincerely,

The Event Planning Team