

Subject: Updated Emergency Contact Details for Enhanced Safety

Dear [Event Participants/Attendees],

We are committed to ensuring the safety and well-being of all our attendees during our upcoming event, [Event Name], which will take place on [Date].

As part of our ongoing efforts to enhance safety protocols, we have updated our emergency contact details. Please find the new emergency contact information below:

- **Primary Emergency Contact:** [Name]
- **Phone Number:** [Phone Number]
- **Email:** [Email Address]
- **On-Site Medical Assistance:** [Medical Contact Name, Phone Number]

We encourage all attendees to familiarize themselves with this information and keep it accessible throughout the event.

If you have any questions or require further information, please do not hesitate to reach out to us.

Thank you for your attention to this important matter.

Warm regards,

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