

Emergency Response Contact Update

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Address]

Dear [Recipient's Name],

This letter is to inform you of an update to our emergency response contact information. Please find the new details below:

Updated Emergency Contacts

Primary Contact: [Name]

Phone Number: [Phone Number]

Email Address: [Email Address]

Secondary Contact: [Name]

Phone Number: [Phone Number]

Email Address: [Email Address]

We appreciate your prompt attention to this matter. Please update your records accordingly. If you have any questions or require further information, feel free to contact us.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization Name]

[Contact Information]