

# **Urgent Notification of Emergency Service Information Change**

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

[Your Organization Name]

[Your Organization Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

## **Subject: Immediate Update Required for Emergency Service Contact Information**

Dear [Recipient's Name],

We are writing to inform you of an urgent change regarding our emergency service contact information. This update is critical to ensure ongoing communication and support in case of emergencies.

### **Previous Contact Information:**

- Phone: [Old Phone Number]
- Email: [Old Email Address]

### **Updated Contact Information:**

- Phone: [New Phone Number]
- Email: [New Email Address]

Please update your records immediately to avoid any disruption in service. If you have any questions or require further assistance, do not hesitate to contact us at the new phone number or email address listed above.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Organization Name]