

Emergency Contact Notification

Date: _____

To: [Recipient's Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

As part of our commitment to ensuring the safety and well-being of participants at our community event, we are implementing emergency contact procedures. In the event of an emergency, it is vital that we have up-to-date information for each participant.

Emergency Contact Information

Please provide the following information:

- Participant's Name: _____
- Emergency Contact Name: _____
- Emergency Contact Phone Number: _____
- Relationship to Participant: _____

We appreciate your cooperation in keeping our community safe. Please return this form by [Return Date]. If you have any questions or concerns, feel free to contact us at [Your Contact Information].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]

[Contact Information]