

Emergency Contact Reminder

Dear [Event Organizer's Name],

As we approach the upcoming event scheduled for [Event Date], we would like to remind you of the importance of having emergency contact details readily available.

For the safety of all participants, please ensure that the following information is gathered and accessible:

- Emergency contact name
- Relationship to participant
- Contact phone number

We recommend that this information be collected upon registration and stored securely. This will help us to ensure prompt communication in case of any emergencies during the event.

Thank you for your attention to this important matter. If you have any questions, please feel free to reach out.

Best regards,
[Your Name]
[Your Position]
[Your Organization]
[Your Contact Information]