

Emergency Contact Support Letter

Date: [Insert Date]

To: [Conference Staff Name]

Position: [Staff Position]

Organization: [Organization Name]

Dear [Conference Staff Name],

This letter serves as confirmation of the emergency contact support that will be available during the upcoming conference scheduled for [Insert Conference Dates]. In case of any emergencies, please ensure you have the following contacts readily available:

Emergency Contact Details:

- **Name:** [Emergency Contact Name]
- **Phone Number:** [Emergency Contact Phone]
- **Email:** [Emergency Contact Email]
- **Relationship to Staff:** [Relationship]

Additionally, please make sure to notify all conference staff of the protocols in place for handling emergencies, including the location of first aid stations and evacuation routes.

Thank you for your attention to this important matter. Should you have any questions or require further assistance, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]