

Emergency Contact List Formation

Date: [Insert Date]

To: All Volunteers

From: [Your Organization Name]

Dear Volunteers,

As part of our commitment to ensure the safety and well-being of all members during events and activities, we are in the process of creating an Emergency Contact List. This list will be vital in case of emergencies and will help us coordinate efficiently.

What We Need From You:

- Your full name
- Your contact number
- Emergency contact name
- Emergency contact number
- Any additional information you consider important

Please fill out the attached form and return it to [Insert Contact Information] by [Insert Deadline]. Your cooperation is greatly appreciated.

Thank you for your attention and commitment to making our organization a safe space for all.

Best regards,

[Your Name]

[Your Position]

[Your Organization Name]

[Your Contact Information]