

# Emergency Contact Information Update

Dear [Reseller Name],

We are reaching out to request an update of your emergency contact information. It is essential for us to have the most current information in case of any urgent situations.

## Current Information:

- Name: [Current Contact Name]
- Phone Number: [Current Phone Number]
- Email: [Current Email Address]

## Please Update With:

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

We appreciate your prompt attention to this matter. Please reply to this email or contact us at [Your Contact Information] with the updated information.

Thank you for your cooperation!

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Contact Information]