

Emergency Contact Person Revision

Date: [Insert Date]

To: [Reseller Name]

From: [Your Company Name]

Subject: Revision of Emergency Contact Person

Dear [Reseller Name],

This letter is to inform you of an important update regarding your emergency contact person associated with your reseller account.

Updated Emergency Contact Information

Name: [New Contact Name]

Phone Number: [New Contact Phone Number]

Email Address: [New Contact Email]

Please ensure that this information is kept up to date in your records and that the new contact person is informed of their responsibilities.

If you have any questions or need further assistance, feel free to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]