

Emergency Point of Contact Update

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Update of Emergency Point of Contact Information

Dear [Recipient Name],

We hope this message finds you well. We are writing to inform you of an important update regarding our emergency point of contact for our reseller operations.

New Emergency Contact Information

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

Please update your records accordingly. We appreciate your attention to this matter and your continued support.

Best regards,

[Your Name]

[Your Position]

[Your Company]