

Museum Facility Emergency Contact Reallocation

Dear [Recipient's Name],

We are writing to inform you of an important update regarding our emergency contact personnel for [Museum Name]. Effective [Effective Date], the emergency contact information has been reallocated as follows:

Name	Title	Phone Number	Email Address
[New Contact Name]	[New Contact Title]	[New Contact Phone]	[New Contact Email]
[Secondary Contact Name]	[Secondary Contact Title]	[Secondary Contact Phone]	[Secondary Contact Email]

Please ensure this information is updated in your records and shared with relevant personnel. In case of an emergency, do not hesitate to reach out to the contacts listed above.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Museum Name]

[Museum Contact Information]