

IT Emergency Contact Information

Date: [Insert Date]

To: [Insert Recipient Name]

Subject: IT Emergency Contact Information for Business Continuity

Dear [Insert Recipient Name],

In the event of an IT emergency, it is crucial to have clear contact information available to ensure business continuity. Please find below the necessary contact details:

IT Emergency Contact List

- **IT Support Manager:** [Name] - Phone: [Phone Number] - Email: [Email Address]
- **Network Administrator:** [Name] - Phone: [Phone Number] - Email: [Email Address]
- **Help Desk:** Phone: [Phone Number] - Email: [Email Address]
- **On-Call Technician:** [Name] - Phone: [Phone Number] - Email: [Email Address]

For any emergencies, please reach out using the above contacts. It's recommended to keep this information accessible to all employees.

Thank you for your attention to this critical matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]