

IT Emergency Contact Information

Date: [Insert Date]

To: [Insert Recipient's Name/Department]

From: [Insert Your Name/Department]

Subject: IT Emergency Contact Information for Incident Response

Dear [Recipient's Name],

Please find below the contact information for our IT emergency response team in case of any incidents:

IT Emergency Contacts:

- **Name:** [Contact Name 1]
- **Role:** [Role/Position]
- **Phone:** [Contact Number]
- **Email:** [Contact Email]

- **Name:** [Contact Name 2]
- **Role:** [Role/Position]
- **Phone:** [Contact Number]
- **Email:** [Contact Email]

For any urgent issues that require immediate attention, please use the contact numbers provided above. It is imperative that we all stay informed and prepared to handle any potential IT incidents swiftly.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]