IT Emergency Contact Information

Date: [Insert Date]

Dear [Vendor's Name],

In case of an IT emergency, please use the following contact information to coordinate with our team:

Emergency Contact Information:

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

Secondary Contact Information:

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

For any urgent issues, please reach out to the primary contact listed above.

Thank you for your cooperation.

Sincerely,
[Your Name]
[Your Position]
[Your Company]