

Emergency Contact Information

Date: _____

To Whom It May Concern,

As a representative of [Non-Profit Organization Name], I am providing the emergency contact information for our organization. This information is critical for ensuring safety and effective communication during emergencies.

Emergency Contacts:

- **Name:** [Contact Person 1]
Position: [Position Title]
Phone: [Phone Number]
Email: [Email Address]
- **Name:** [Contact Person 2]
Position: [Position Title]
Phone: [Phone Number]
Email: [Email Address]

Physical Address:

[Non-Profit Organization Address]

Additional Information:

If there are any specific protocols or further information needed, please do not hesitate to reach out to the above contacts.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Non-Profit Organization Name]