

# Introduction of Single Point of Contact for Crisis Communication

Date: [Insert Date]

To Whom It May Concern,

In light of our commitment to effective communication during times of crisis, we are pleased to introduce [Full Name], who will serve as the Single Point of Contact (SPOC) for all crisis communication efforts.

[Full Name] can be reached at:

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

We encourage you to reach out directly to [Full Name] for any inquiries or concerns during a crisis situation. This centralized communication will help ensure that information is disseminated accurately and efficiently.

Thank you for your understanding and cooperation. Together, we can navigate any challenges that may arise.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Contact Information]