

Emergency Communication Details Update

Date: [Insert Date]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you of a change in our emergency communication details effective immediately.

New Emergency Contact Number: [Insert New Phone Number]

New Email Address: [Insert New Email Address]

New Emergency Address: [Insert New Address]

Please update your records accordingly. Should you have any questions or require further assistance, feel free to reach out to us at the updated contact information.

Thank you for your continued support and cooperation.

Sincerely,

[Your Name]

[Your Position]

[NGO Name]

[NGO Address]