

Emergency Response Contact Update

Date: [Insert Date]

To: [Insert Recipient Name]

Organization: [Insert Organization Name]

Address: [Insert Address]

Dear [Recipient Name],

We hope this message finds you well. As part of our commitment to effective communication during emergencies, we are updating our emergency response contact information.

Updated Contact Information

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

Please ensure that this information is shared with all relevant teams and stakeholders. It is crucial that we maintain open lines of communication to ensure a timely and effective response to emergencies.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[NGO Name]

[NGO Contact Information]