

# Staff Rapid Response Contact Update

Date: [Insert Date]

Dear [Recipient's Name],

This letter is to inform you of an update to my rapid response contact details. Please find the new information below:

## Updated Contact Information

- **Name:** [Your Name]
- **Position:** [Your Position]
- **Email:** [Your New Email]
- **Phone Number:** [Your New Phone Number]

Please ensure that these details are updated in your records to facilitate efficient communication during rapid response situations.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]