

Emergency Contact Information Update

Date: [Insert Date]

To: [Supplier Name]

Address: [Supplier Address]

Dear [Supplier Contact Name],

We are writing to update our emergency contact information for our records. Please find the details below:

Emergency Contact Information:

Name: [Emergency Contact Name]

Phone Number: [Emergency Contact Phone Number]

Email: [Emergency Contact Email]

Relationship to Company: [Position/Relation]

We appreciate your prompt attention to this matter. Should you have any questions or require further information, please do not hesitate to contact us.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[Phone Number]

[Email Address]