

Important Update: Supplier Emergency Contacts

Dear [Supplier Name],

We hope this message finds you well. We are reaching out to inform you of an important update regarding emergency contact information that we have on file.

As part of our commitment to ensuring smooth operations and effective communication during any unforeseen circumstances, we request that you review and update your emergency contact details.

Please provide the following information:

- Primary Emergency Contact Name:
- Primary Emergency Contact Phone Number:
- Secondary Emergency Contact Name:
- Secondary Emergency Contact Phone Number:
- Email Address for Emergency Communication:

We appreciate your cooperation in this matter. Please send the updated information by [insert deadline]. If you have any questions, feel free to reach out to us at [insert contact information].

Thank you for your prompt attention to this important update.

Sincerely,

[Your Name]
[Your Position]
[Your Company]
[Contact Information]