

Notification of Changes in Supplier Emergency Contacts

Date: [Insert Date]

To: [Supplier Name]

Address: [Supplier Address]

Attention: [Supplier Contact Person]

Dear [Supplier Contact Person],

We are writing to notify you of changes to our emergency contact details. Please find the updated information below:

New Emergency Contact Details:

- Name: [New Contact Name]
- Phone: [New Contact Phone]
- Email: [New Contact Email]
- Alternate Phone: [Alternate Phone]

We request that you update your records accordingly. In case of emergency, please reach out to the new contacts provided.

If you have any questions or require further information, please do not hesitate to contact us.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your Contact Information]