

Revised Emergency Contact List for Suppliers

Date: [Insert Date]

To: [Supplier Name]

Address: [Supplier Address]

Dear [Supplier Contact Name],

We are reaching out to inform you that we have updated our Emergency Contact List for suppliers. This revised list is crucial for ensuring smooth communication in case of emergencies.

Updated Contact Information

Name	Position	Phone Number	Email Address
[Contact Name 1]	[Position]	[Phone Number]	[Email]
[Contact Name 2]	[Position]	[Phone Number]	[Email]

If you have any questions regarding the changes or need further information, please do not hesitate to reach out.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]
[Your Position]
[Your Company]
[Your Phone Number]
[Your Email]