

Supplier Contact Emergency Update Notice

Date: [Insert Date]

To: [Supplier Name]

From: [Your Company Name]

Subject: Emergency Update on Supplier Contact Information

Dear [Supplier Name],

We are reaching out to inform you of an important update regarding our contact information in case of emergencies. Please find the updated details below:

Updated Contact Information

- **Emergency Contact Name:** [Insert Contact Name]
- **Phone Number:** [Insert Phone Number]
- **Email Address:** [Insert Email Address]
- **Alternate Contact (if applicable):** [Insert Alternate Contact Info]

Please update your records accordingly and do not hesitate to reach out if you require any further information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Phone Number]

[Your Company Email Address]