

Supplier Emergency Contact Change Announcement

Date: [Insert Date]

Dear [Supplier Name],

We hope this message finds you well. We are writing to inform you of an important update regarding our emergency contact information.

Effective immediately, our new emergency contact details are as follows:

- **Name:** [New Contact Name]
- **Phone Number:** [New Contact Phone Number]
- **Email Address:** [New Contact Email]

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

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your Company Phone Number]