

# Supplier Emergency Contact Modifications Notification

Date: [Insert Date]

To: [Supplier Name]

Address: [Supplier Address]

Dear [Supplier Contact's Name],

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

Please note that the following modifications have been made to our emergency contact list:

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

These changes are effective immediately. We kindly ask you to update your records accordingly.

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

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]