

Update of Emergency Contact Details

Date: [Insert Date]

To: [Supplier Name]

From: [Your Name]

Subject: Update of Emergency Contact Details

Dear [Supplier Name],

We hope this message finds you well. We are writing to inform you that there have been updates to our emergency contact details. Please find the new contact information below:

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

We kindly ask you to update your records accordingly. Should you have any questions or require further information, please do not hesitate to reach out.

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]