

# Emergency Contact Information

Date: [Insert Date]

To Whom It May Concern,

This letter serves as a formal notice regarding emergency contact information for utility issues associated with [Your Address]. In case of any emergency related to utilities such as water, electricity, or gas, please reach out to the following contacts:

## Primary Contact:

**Name:** [Primary Contact Name]

**Phone Number:** [Primary Contact Phone Number]

**Email:** [Primary Contact Email]

## Secondary Contact:

**Name:** [Secondary Contact Name]

**Phone Number:** [Secondary Contact Phone Number]

**Email:** [Secondary Contact Email]

## Additional Information:

Please feel free to contact me directly regarding any urgent issues. I appreciate your prompt attention to any utility-related emergencies.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email]

[Your Address]