

Utility Emergency Backup Contact Information

Date: [Insert date]

To Whom It May Concern,

As part of our commitment to ensuring uninterrupted utility services, we have established an emergency contact protocol. Below is the backup contact information for immediate assistance during utility emergencies:

Emergency Contact Information

Organization Name: [Insert Organization Name]

Primary Contact: [Insert Name]

Title: [Insert Title]

Phone Number: [Insert Phone Number]

Email Address: [Insert Email Address]

Backup Contact Information

Alternate Contact: [Insert Name]

Title: [Insert Title]

Phone Number: [Insert Phone Number]

Email Address: [Insert Email Address]

We appreciate your cooperation in maintaining open lines of communication. Please keep this information readily available for any utility emergencies that may arise.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]