

[Date]

[Employee Name]

[Employee ID]

[Department]

**Subject: Request for Emergency Contact Information - [Client Name] Site Assignment**

Dear [Employee Name],

In preparation for your upcoming assignment at the [Client Name] site located at [Client Address], we require you to provide updated emergency contact information.

As you will be working off-site, it is essential that we have the most current details on file to ensure your safety and to notify the appropriate individuals in the event of an emergency.

Please provide the following details for at least two contacts:

- **Primary Contact Name:** \_\_\_\_\_
- **Relationship:** \_\_\_\_\_
- **Phone Number (Mobile):** \_\_\_\_\_
- **Phone Number (Home/Work):** \_\_\_\_\_
  
- **Secondary Contact Name:** \_\_\_\_\_
- **Relationship:** \_\_\_\_\_
- **Phone Number (Mobile):** \_\_\_\_\_
- **Phone Number (Home/Work):** \_\_\_\_\_

Please return this information to the Human Resources department no later than [Date].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Company Name]