

Date: [Insert Date]

To: [Contractor Name]  
[Contractor Address]  
[City, State, Zip Code]

**Subject: Request for Emergency Contact Information**

Dear [Contractor Name],

In our effort to maintain a safe working environment for everyone providing services to [Company Name], we are updating our records to include emergency contact information for all independent contractors.

Please provide the details for an individual we should contact in the event of an emergency while you are performing services for us:

- **Primary Contact Name:** \_\_\_\_\_
- **Relationship:** \_\_\_\_\_
- **Phone Number (Primary):** \_\_\_\_\_
- **Phone Number (Secondary):** \_\_\_\_\_

This information will be kept confidential and will only be used if an urgent situation arises involving your health or safety during your engagement with [Company Name].

Please return this information to [Department/Name] by [Date].

Thank you for your cooperation.

Sincerely,

[Your Name]  
[Your Title]  
[Company Name]