

**Date:** [Insert Date]

**To:** [Vendor Name]

**Attn:** [Contact Person Name/Account Manager]

**Address:** [Vendor Address]

**Subject: Request for Emergency Contact Information**

Dear [Contact Person Name],

To ensure business continuity and quick resolution of potential issues, [Company Name] is updating its records regarding emergency contact procedures for our key vendors.

Please provide the following information for use in the event of an after-hours emergency or urgent service requirement:

- **Primary Emergency Contact Name:** [Name]
- **Job Title:** [Title]
- **Direct Phone Number:** [Phone Number]
- **24/7 Emergency Hotline (if applicable):** [Phone Number]
- **Email Address:** [Email]
- **Secondary/Backup Contact Name:** [Name]
- **Secondary Contact Phone:** [Phone Number]

Additionally, please outline any specific protocols we should follow when reporting an emergency to your team.

Please return this information by [Insert Date] to [Your Name/Email Address]. If there are changes to these contacts in the future, please notify us immediately.

Thank you for your continued partnership.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Job Title]

[Your Company Name]