Subject: Emergency Contact Information - [Your Name]

Dear [Recipient Name],

I am writing to provide you with my personal email address to be used exclusively for urgent matters or emergencies that require immediate attention outside of standard channels.

Please feel free to contact me at: **[Your Personal Email Address]**

I kindly request that this address be kept confidential and used only when a situation is time-sensitive and cannot wait for a regular response.

Best regards,

[Your Name]
[Your Job Title]
[Your Phone Number]