

# Franchise Crisis Contact Details Adjustment

Date: [Insert Date]

To: [Franchisee Name]

Franchise Location: [Franchise Location]

Dear [Franchisee Name],

We hope this message finds you well. Due to recent developments, we need to inform you of an adjustment to the crisis contact details for your franchise location. This adjustment is crucial for ensuring swift communication and effective management during any crisis situation.

## Updated Contact Details

Primary Crisis Manager: [Name]

Phone Number: [Phone Number]

Email Address: [Email Address]

Secondary Contact: [Name]

Phone Number: [Phone Number]

Email Address: [Email Address]

It is important that you update your records and ensure these contacts are available to all team members. If you have any questions or require further assistance, please do not hesitate to reach out to us.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]