

# Franchise Emergency Contact Information Revision

Dear [Franchisee Name],

We are reaching out to request an update to your emergency contact information on file.

## Current Emergency Contact Information:

- Name: [Current Contact Name]
- Phone Number: [Current Phone Number]
- Email: [Current Email]

## Required Revised Information:

- Name: [New Contact Name]
- Phone Number: [New Phone Number]
- Email: [New Email]

Please ensure that the revised information is accurate and promptly send it to us at [Contact Email] or by fax at [Fax Number].

Thank you for your cooperation.

Sincerely,

[Your Name]  
[Your Position]  
[Company Name]  
[Contact Information]