

# Franchise Emergency Liaison Details Update

Date: [Insert Date]

To: [Franchisee Name]

From: [Franchisor Name]

Subject: Update on Emergency Liaison Contact Details

Dear [Franchisee Name],

We hope this message finds you well. As part of our continuous effort to ensure smooth communications during emergencies, we are updating our records concerning emergency liaison personnel.

Please find the updated contact details below:

## Emergency Liaison Details

- Name: [Liaison Name]
- Position: [Liaison Position]
- Contact Number: [Liaison Phone Number]
- Email: [Liaison Email]

We appreciate your attention to this important update. Should there be any changes in your local emergency response contacts, please inform us immediately.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Franchisor Company Name]

[Franchisor Contact Information]