

Emergency Notification Contacts Update

Date: [Insert Date]

Dear [Franchisee Name],

In our ongoing effort to ensure the safety and well-being of our franchise network, we are overhauling our emergency notification contacts. This update is crucial for maintaining effective communication during emergencies.

Action Required

Please review and update your emergency contact information by [Insert Deadline]. This includes:

- Primary Contact Name
- Primary Contact Phone Number
- Alternate Contact Name
- Alternate Contact Phone Number
- Emergency Email Address

Submit the updated information via the link below:

[Update Emergency Contacts](#)

Thank you for your prompt attention to this matter. If you have any questions or need assistance, please contact us at [Insert Contact Information].

Sincerely,

[Your Name]

[Your Title]

[Your Company]