

Franchise Emergency Reach-Out List Update

Date: [Insert Date]

To: [Franchisee Name]

From: [Your Name]

Subject: Update to Emergency Reach-Out List

Dear [Franchisee Name],

This letter serves to inform you of necessary alterations to the emergency reach-out list for our franchise. It is crucial that we maintain up-to-date contact information to address any emergencies swiftly and effectively.

Updated Contact List:

- **Name:** [New Contact Name] - **Phone:** [New Contact Phone]
- **Name:** [Updated Contact Name] - **Phone:** [Updated Contact Phone]
- **Name:** [Removed Contact Name] - **Phone:** [Removed Contact Phone]

Please ensure that all relevant personnel are informed of these changes and update your records accordingly.

If you have any questions or require further assistance, do not hesitate to reach out.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]