

Emergency Contact Update

Date: [Insert Date]

Dear [Tenant's Name],

We hope this message finds you well. As part of our commitment to ensuring the safety and well-being of all residents, we are reaching out to request an update to your emergency contact information.

Please provide us with the name and phone number of a person who should be contacted in case of an emergency. This could be a family member, friend, or any other individual you trust.

Emergency Contact Name: _____

Emergency Contact Phone Number: _____

We appreciate your cooperation in keeping your information up-to-date. If you have any questions or need assistance, please feel free to reach out to our office.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Company/Organization Name]

[Contact Information]