

Request for Tenant Emergency Contact Update

Date: [Insert Date]

To: [Tenant's Name]

Address: [Tenant's Address]

Dear [Tenant's Name],

We hope this message finds you well. As part of our ongoing efforts to ensure your safety and well-being while residing in our community, we are updating our records for emergency contacts.

We kindly request that you provide us with your current emergency contact information, including the name, relationship, and phone number of the person we should reach out to in case of an emergency.

Please respond by [Insert Response Deadline] to ensure we have the most accurate information on file. You can reply via email or drop off the information at the leasing office.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Contact Information]