

Update for Tenant Emergency Contacts

Date: [Insert Date]

Dear [Tenant Name],

We hope this message finds you well. We are reaching out to remind you to update your emergency contact information on file with us. Having accurate information is crucial for your safety and well-being.

Please provide the following information:

- Name of Emergency Contact:
- Relationship to Tenant:
- Phone Number:
- Email Address (optional):

We kindly ask that you submit this information by [Insert Deadline]. You can reply to this email or contact us at [Insert Phone Number].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Property Management Company]

[Contact Information]