Emergency Contact Information Request

Dear Community Members,

We hope this message finds you well. As part of our ongoing efforts to ensure the safety and security of our community, we are requesting updated emergency contact information from all residents.

Please provide the following information:

- Your Name:
- Your Address:
- Your Phone Number:
- Emergency Contact Name:
- Emergency Contact Phone Number:

Your cooperation is vital in helping us respond quickly in case of emergencies. Please return this information by [insert deadline]. You can reply to this email or send your information to [insert mailing address].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Community Organization/Association Name]