

# Subject: Enhancement of Emergency Contact List

Date: [Insert Date]

Dear [Recipient's Name],

We are reaching out to inform you about an important update regarding our emergency contact list. As we strive to ensure the safety and well-being of all our [employees/students/members], we believe it is crucial to have an accurate and comprehensive contact list in place.

Please take a moment to review your current contact information and provide any necessary updates. We ask that you include the following information:

- Full Name
- Relationship to the individual
- Phone Number
- Email Address
- Alternate Contact (if applicable)

We appreciate your cooperation in enhancing our emergency contact list. Please submit your updated information by [Insert Deadline Date]. If you have any questions, feel free to reach out to us at [Insert Contact Information].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]