

# Emergency Contact List Request

Dear [Community Group Name],

We hope this message finds you well. In light of recent events and to ensure the safety and well-being of our community members, we are reaching out to gather an updated emergency contact list for all community groups.

Your cooperation in providing the names, phone numbers, and email addresses of key contacts within your group will greatly assist us in our emergency response efforts.

Please send the requested information by [Deadline Date] to [Your Email Address]. Your prompt attention to this matter is greatly appreciated.

Thank you for your continued support in keeping our community safe.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Contact Information]