

Immediate Need for Retail Emergency Contacts

Date: [Insert Date]

To: [Store Manager's Name]

[Store/Company Name]

[Store Address]

Dear [Store Manager's Name],

I am writing to request an updated list of emergency contact information for our retail locations. In light of recent events, it is crucial that we have immediate access to key personnel who can address any emergencies that may arise.

To ensure the safety and well-being of our staff and customers, please provide the following information:

- Name of Contact
- Role/Position
- Phone Number
- Email Address
- Best Time to Contact

Thank you for your prompt attention to this matter. Please send the updated contact list by [Insert Deadline].

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]