

Emergency Communication Contact Request

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Request for Emergency Communication Contacts

Dear [Recipient Name],

In light of recent events and to ensure the safety and security of our retail operations, we are requesting an updated list of emergency communication contacts for our store.

Could you please provide the following information:

- Name
- Role/Position
- Contact Number
- Email Address

Having this information readily available will help us to respond swiftly and effectively in case of an emergency. We appreciate your prompt attention to this matter.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]