

# Emergency Contact Information Inquiry

Date: [Insert Date]

[Retail Store Name]

[Store Address]

[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing to request updated emergency contact information for your retail location. It is essential for ensuring the safety and well-being of both customers and staff in case of any unforeseen incidents.

Please provide the following information:

- Primary Emergency Contact Name
- Primary Emergency Contact Phone Number
- Secondary Emergency Contact Name
- Secondary Emergency Contact Phone Number
- Location Manager's Name
- Location Manager's Phone Number

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]