

# Retail Emergency Procedure Contact Inquiry

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the emergency procedures in place at [Store Name] and the appropriate contacts to be used in case of an emergency situation.

Understanding these procedures is vital to ensure a swift and effective response in any unforeseen circumstances. Could you please provide me with:

- A copy of the current emergency procedure manual
- Contact information for emergency response team members
- Any training schedules or resources for staff regarding emergency protocols

Your assistance in this matter would be greatly appreciated. Thank you for ensuring the safety and security of our retail environment.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]