

# Emergency Response Information Request

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

We hope this message finds you well. In our ongoing efforts to ensure the safety and security of our retail operations, we are currently updating our emergency response protocols.

We kindly request your assistance in providing us with the following information:

- Emergency contact details for your organization
- Details of your emergency management plan
- Any specific safety protocols relevant to our retail partnership
- Recent emergency drills or training conducted

Your prompt response to this request will greatly aid us in enhancing our preparedness and ensuring the safety of our customers and employees.

Thank you for your cooperation. We look forward to hearing from you soon.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Phone Number]

[Your Email Address]