

# Attention: Retail Safety Contact Data Request

Date: [Insert Date]

To Whom It May Concern,

We hope this message finds you well. As part of our ongoing commitment to ensuring the safety and security of our retail operations, we are updating our contact data for safety communications and emergency responses.

Please provide the following information by [Insert Deadline]:

- Contact Name:
- Position/Title:
- Phone Number:
- Email Address:
- Alternate Contact Name (if applicable):
- Alternate Contact Phone Number:

This information will be used exclusively for safety-related communications and will be kept confidential.

Thank you for your attention to this important matter. Please send your responses to [Insert Email Address].

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]