

Emergency Contact Details Revision

Date: _____

To Whom It May Concern,

We are updating our emergency contact information to ensure the safety and well-being of our staff and patrons at [Restaurant Name]. Please find the revised emergency contact details below:

Emergency Contacts

- **Manager:** [Manager's Name] - [Phone Number]
- **Assistant Manager:** [Assistant Manager's Name] - [Phone Number]
- **Local Fire Department:** [Phone Number]
- **Local Police Department:** [Phone Number]
- **Local Hospital:** [Phone Number]

We appreciate your cooperation in keeping this information up to date. Please feel free to reach out if you have any questions.

Thank you.

Sincerely,
[Your Name]
[Your Position]
[Restaurant Name]
[Contact Information]