

# Request to Update Emergency Contact Details

Date: [Insert Date]

[Your Name]

[Your Position]

[Restaurant Name]

[Restaurant Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To Whom It May Concern,

I am writing to request an update to the emergency contact details associated with our restaurant, [Restaurant Name]. It is essential that we maintain accurate emergency contact information for the safety of our staff and guests.

Current Emergency Contact Details:

- Name: [Current Contact Name]
- Phone: [Current Contact Phone Number]
- Relationship: [Current Contact Relationship]

Please update the emergency contact details to the following:

- Name: [New Contact Name]
- Phone: [New Contact Phone Number]
- Relationship: [New Contact Relationship]

Thank you for your attention to this matter. If you need any further information, please feel free to contact me directly.

Sincerely,

[Your Name]

[Your Position]

[Restaurant Name]