

Request for Updated Emergency Contact Information

Date: [Insert Date]

Dear [Employee's Name],

We hope this message finds you well. As part of our ongoing commitment to ensuring the safety and well-being of all our staff and patrons at [Restaurant Name], we are requesting updated emergency contact information from our team members.

It is essential for us to have the most current information on file in case of an emergency. Please take a moment to fill out the attached form with your updated emergency contact details.

Kindly return the completed form by [Insert Deadline] to ensure that your information is up to date.

Thank you for your prompt attention to this matter. If you have any questions, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Position]

[Restaurant Name]

[Contact Information]