

Emergency Contact Information Update

Date: [Insert Date]

Dear [Recipient's Name],

We are reaching out to inform you about updates to our restaurant's emergency contact information. It is essential that we maintain accurate records to ensure the safety and well-being of our staff and guests.

Updated Emergency Contact Information

- **Emergency Contact Name:** [Insert Name]
- **Relationship to Restaurant:** [Insert Relationship]
- **Phone Number:** [Insert Phone Number]
- **Email Address:** [Insert Email]
- **Alternative Contact Name:** [Insert Name]
- **Alternative Phone Number:** [Insert Alternative Phone Number]

Please ensure that this information is up to date in our records. If you have any questions or need further information, feel free to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position]
[Restaurant Name]
[Phone Number]
[Email Address]