

Restaurant Emergency Contact Update Request

Dear [Recipient's Name],

We hope this message finds you well. As part of our commitment to ensuring the safety and security of our staff and patrons, we are updating our emergency contact information.

We kindly request that you provide us with the most current emergency contact details for your establishment. This information is crucial in the event of an emergency situation.

Please provide the following information:

- Name of Emergency Contact:
- Relationship to Business:
- Phone Number:
- Email Address:

We appreciate your cooperation in this matter and look forward to your prompt response. Please feel free to reach out if you have any questions or concerns.

Thank you for your attention to this important matter.

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