

# Revision Request for Emergency Contact List

Date: [Insert Date]

To: [Manager's Name]

[Restaurant Name]

[Restaurant Address]

Dear [Manager's Name],

I am writing to request a revision to the Emergency Contact List for our restaurant. After reviewing the current list, I have noticed a few updates that need to be made to ensure accuracy and efficiency in case of an emergency.

Below are the suggested changes:

- [Insert Name, Position, and Contact Details]
- [Insert Name, Position, and Contact Details]
- [Insert Name, Position, and Contact Details]

These revisions will help us maintain an updated protocol and ensure the safety of our staff and customers. Please let me know if you require any further information or if there are additional steps I need to take to facilitate this request.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]