

Urgent: Update Needed for Emergency Contact Information

Date: [Insert Date]

To: [Recipient's Name]

[Restaurant Name]

[Restaurant Address]

Dear [Recipient's Name],

We hope this message finds you well. In order to ensure the safety and efficient management of emergencies at [Restaurant Name], we are requesting an update to our emergency contact information.

Please provide the following updated information:

- Name of Primary Emergency Contact:
- Phone Number:
- Email Address:
- Alternate Contact Name:
- Alternate Phone Number:

It is crucial for us to have accurate information on file, and your prompt response would be greatly appreciated.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Restaurant Name]

[Contact Information]