

Urgent Update Request for Restaurant Emergency Contacts

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Restaurant Name]

[Restaurant Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to urgently request an update to our emergency contact information for [Restaurant Name]. In light of recent events, it is imperative that we ensure our records are accurate and up to date.

Please provide the following information for our emergency contacts:

- Name
- Relationship to the restaurant
- Phone Number
- Email Address

We appreciate your prompt attention to this matter as it is vital for the safety and well-being of our staff and patrons.

Thank you for your cooperation.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]

[Restaurant Name]