[Your Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Tenant Name]
[Tenant Address]
[City, State, Zip Code]

Subject: Update to Emergency Contact Information

Dear [Tenant Name],

I am writing to provide you with updated emergency contact information regarding your rental property. Please keep this information in a safe place and use these details if an urgent maintenance issue or emergency occurs outside of standard business hours.

Effective [Date], the primary contacts for emergencies are:

Primary Emergency Contact: [Name/Company Name]
Phone Number: [Phone Number]
Relationship: [e.g., Landlord, Property Manager, or Maintenance Line]

Secondary Emergency Contact (Optional): [Name]
Phone Number: [Phone Number]

Please note that these numbers should be used for emergencies only, such as major water leaks, loss of essential services (heat/water), or structural damage. For routine maintenance requests, please continue to contact me via [Email/Portal/Standard Phone Number].

In the event of a life-threatening emergency, fire, or criminal activity, please dial 911 immediately before contacting us.

Thank you for your cooperation.

Sincerely,

[Your Signature]
[Your Printed Name]