

Date: [Insert Date]

[Tenant Name]

[Property Address]

[Unit Number]

[City, State, Zip Code]

Subject: Request for Updated Emergency Contact Information

Dear [Tenant Name],

We are currently updating our records to ensure that we have the most accurate information on file for all residents. This information is vital in the event of an emergency involving your apartment or the building.

Please provide the details for at least one emergency contact person below:

Primary Emergency Contact:

- Full Name: _____
- Relationship: _____
- Phone Number: _____
- Email Address: _____

Secondary Emergency Contact (Optional):

- Full Name: _____
- Relationship: _____
- Phone Number: _____
- Email Address: _____

Please return this completed form to the management office or via email at [Email Address] by [Insert Date].

Thank you for your cooperation in helping us keep our community safe.

Sincerely,

[Your Name/Property Manager Name]

[Management Company Name]

[Phone Number]