

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

[Tenant Name]
[Business Name]
[Suite/Unit Number]
[Property Address]

RE: Request for Updated Emergency Contact Information

Dear [Tenant Name],

To ensure the safety and security of the premises at [Property Name/Address], we are updating our records regarding emergency contact information for all commercial tenants.

In the event of an after-hours emergency, such as a fire, water leak, or security breach, it is vital that we have the correct information to reach you or a designated representative immediately.

Please provide the following information for at least two authorized contacts:

Primary Contact:

Name: _____
Title: _____
Phone (Mobile): _____
Phone (Office/Home): _____
Email Address: _____

Secondary Contact:

Name: _____
Title: _____
Phone (Mobile): _____
Phone (Office/Home): _____
Email Address: _____

Please return this information by [Insert Date] via email to [Your Email Address] or by delivering a physical copy to the management office.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]
[Your Printed Name]
[Property Management/Landlord Name]