

Date: [Insert Date]

To: [Tenant Name]

Address: [Property Address]

Dear [Tenant Name],

To ensure your safety and the security of the property, we are updating our records for all residents. We kindly request that you provide us with current emergency contact information.

In the event of an urgent situation involving your health, safety, or the premises where we are unable to reach you directly, we will use this information to contact your designated representative.

Please provide the following details:

- **Primary Emergency Contact Name:** [Enter Name]
- **Relationship to Tenant:** [e.g., Parent, Friend, Sibling]
- **Phone Number:** [Enter Phone Number]
- **Email Address:** [Enter Email]

Please return this information to [Landlord/Management Name] via [Email Address or Physical Address] by [Insert Date].

Thank you for your prompt cooperation.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Phone Number]