

[Date]

[Tenant Name]

[Property Address]

[Unit Number]

**Subject: Annual Emergency Contact Information Update**

Dear Resident,

To ensure your safety and the efficient management of the property, we require all residents to update their emergency contact information on an annual basis. This information is used only in the event of an urgent situation involving your health, safety, or the security of your unit.

Please review and complete the fields below:

**Primary Tenant Contact Information:**

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Emergency Contact Person (Someone not living with you):**

Full Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Primary Phone: \_\_\_\_\_

Alternative Phone: \_\_\_\_\_

**Vehicle Information (If applicable):**

Make/Model: \_\_\_\_\_

License Plate Number: \_\_\_\_\_

Please return this completed form to the management office or reply via email by [Due Date].

Thank you for your cooperation.

Sincerely,

[Management Name/Property Manager]

[Company Name]

[Contact Phone Number]