

[Date]

[Tenant Name]

[Property Address]

[Unit Number]

Subject: Request for Emergency Contact Information

Dear [Tenant Name],

Welcome to your new home. To ensure your safety and to assist in the event of an urgent situation regarding your person or the property, we require up-to-date emergency contact information for all residents.

Please provide the following details for at least one primary contact:

- Full Name: _____
- Relationship to Tenant: _____
- Primary Phone Number: _____
- Secondary Phone Number: _____
- Email Address: _____

In the event of an emergency where we cannot reach you, this individual may be contacted. This information will be kept confidential and used only for official management purposes.

Please return this information to the management office by [Date].

Thank you for your cooperation.

Sincerely,

[Your Name/Property Manager Name]

[Company Name]

[Contact Phone Number]