

Date: [Insert Date]

To: All Residents/Tenants of [Insert Building Name]

## **Subject: Emergency Contact Details**

Dear Residents,

Please find below the emergency contact information for building management. We recommend keeping this information in a visible place or saved in your mobile devices.

**Building Management Office:**

Hours: [Insert Operating Hours]

Phone: [Insert Office Number]

**24/7 Emergency Maintenance:**

Phone: [Insert Emergency Number]

(Use this for: Major leaks, power failures, or security breaches)

**Security/Front Desk:**

Phone: [Insert Security Number]

**Local Emergency Services:**

Fire/Police/Ambulance: [Insert Local Emergency Number, e.g., 911]

In the event of a life-threatening emergency, please contact emergency services immediately before notifying building management.

Sincerely,

[Your Name/Building Management Team]

[Insert Management Company Name]