

[Date]

[Tenant Name]

[Property Address]

[Unit Number]

**Subject: Request for Updated Emergency Contact Information**

Dear [Tenant Name],

To ensure your safety and the security of the property, we are updating our records for all residents. In the event of an urgent matter or a property emergency where we are unable to reach you directly, it is important that we have a designated contact person on file.

Please provide the following information for your primary emergency contact:

- Full Name: \_\_\_\_\_
- Relationship to Tenant: \_\_\_\_\_
- Phone Number (Primary): \_\_\_\_\_
- Phone Number (Secondary): \_\_\_\_\_
- Email Address: \_\_\_\_\_

Please return this information to the management office by [Due Date] via [Email Address/Drop Box/Mail].

Thank you for your prompt cooperation.

Sincerely,

[Your Name/Property Manager Name]

[Company Name]

[Phone Number]