

**Date:** [Insert Date]

**To:** All Tenants of [Insert Building Name]

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

Dear Tenant,

To ensure the safety and security of all occupants at [Insert Building Name], the Building Management Office is updating our emergency contact records. Having accurate contact information is vital for notifying your firm in the event of an after-hours emergency, such as fire, water leaks, or security issues.

Please complete the following information for your suite and return this form to [Insert Email Address or Office Suite Number] by [Insert Deadline Date].

**Company Name:** \_\_\_\_\_

**Suite Number:** \_\_\_\_\_

**Primary Emergency Contact (After Hours)**

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

Title: \_\_\_\_\_

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

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

**Secondary Emergency Contact (After Hours)**

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

Title: \_\_\_\_\_

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

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

**Building Management Contact Information:**

If you have any questions or need to report an emergency, please contact the Management Office at [Insert Phone Number] or Security at [Insert Security Phone Number].

Thank you for your prompt cooperation in keeping our building safe.

Sincerely,

[Your Name]

[Your Title]

[Building Management Company Name]