

Subject: URGENT: Emergency Contact Information Update Required

Dear [Employee Name],

We are currently conducting an urgent audit of our personnel files and have noted that your emergency contact information is either missing or outdated.

For your safety and to ensure we can reach the appropriate person in the event of an emergency, please provide the following details immediately:

- **Primary Emergency Contact Name:** [Enter Name]
- **Relationship to You:** [Enter Relationship]
- **Phone Number (Primary):** [Enter Number]
- **Phone Number (Secondary):** [Enter Number]
- **Secondary Emergency Contact Name (Optional):** [Enter Name]

Please reply to this email with the requested information or update your profile through the [Company Portal Name] by [Date/Time].

Thank you for your prompt attention to this matter.

Best regards,

[Your Name]

[Your Title]

[Company Name]