

Vendor Service Continuity Request

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Vendor's Name]

[Vendor's Company Name]

[Vendor's Company Address]

[City, State, Zip Code]

Dear [Vendor's Name],

We hope this message finds you well. As we navigate through [specific situation or reason], we want to ensure the continuity of services provided by your esteemed organization.

To maintain our operations and meet our commitments, we kindly request your cooperation in the following areas:

- Details of services that will be continuously available.
- Any potential disruptions we should be aware of.
- Additional support or adjustments needed during this period.

We appreciate your understanding and support during these challenging times. Please let us know how we can work together to maintain consistency in our collaboration.

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]