

Vendor Contingency Planning Partnership Agreement

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Dear [Vendor Contact Name],

We are pleased to establish a partnership to enhance our contingency planning strategies. This agreement outlines our mutual commitment to collaborate on identifying and mitigating potential risks and ensuring business continuity.

1. Objectives

- Develop a comprehensive contingency plan.
- Conduct regular risk assessments.
- Implement training and awareness programs.

2. Roles and Responsibilities

- **Vendor:** [Vendor responsibilities]

- **Our Organization:** [Your organization responsibilities]

3. Communication Plan

We will hold regular meetings to discuss progress and updates.

4. Duration

This agreement will remain in effect for [insert duration].

5. Signatures

By signing below, both parties agree to the terms outlined in this letter.

Vendor Representative: _____ **Date:** _____

Your Organization Representative: _____ **Date:** _____

Thank you for your partnership in ensuring our business's resilience.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]