

Vendor Emergency Preparedness Cooperation

Date: [Insert Date]

To: [Vendor's Name]

[Vendor's Address]

Dear [Vendor's Name],

As part of our commitment to ensuring a seamless operation during emergencies, we are reaching out to seek your cooperation regarding our Emergency Preparedness Plan. Your role as our valued vendor is crucial to maintaining our business continuity in such situations.

We kindly request that you provide us with the following information:

- Contact details of your emergency response team.
- Details on how you will deliver services/products in case of an emergency.
- Any contingency plans you have in place that may affect our services.

We believe that collaborating and sharing our emergency preparedness plans will strengthen our partnership and ensure a prompt response during critical times.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]