

Vendor Operational Resilience Planning

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Subject: Operational Resilience Planning

Dear [Vendor Contact Name],

We are writing to discuss the importance of operational resilience planning in support of our ongoing partnership. As we strive to ensure business continuity and minimize disruptions, it is crucial for all vendors to have robust operational plans in place.

To that end, we request that you provide us with your operational resilience strategies, including:

- Risk assessment and management procedures
- Business continuity plans
- Disaster recovery protocols
- Communication plans during a disruption

We believe that by collaborating on this matter, we can strengthen our resilience to potential disruptions and ensure seamless service delivery. Please submit your operational resilience documentation by [Insert Deadline].

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]