

# Vendor Crisis Management Contact Update

Dear [Vendor Name],

We hope this message finds you well. In light of our commitment to maintaining effective communication during any crisis situations, we would like to inform you of an update to our crisis management contact.

## **New Crisis Management Contact:**

- **Name:** [New Contact Name]
- **Title:** [New Contact Title]
- **Email:** [New Contact Email]
- **Phone:** [New Contact Phone Number]

Please update your records accordingly and feel free to reach out to the new contact for any crisis-related matters. We appreciate your cooperation and understanding.

Thank you for your ongoing partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]