

Vendor Business Continuity Plan Request

Date: [Insert Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Contact Name],

As part of our commitment to ensuring consistent service delivery and minimizing risks, we are conducting a review of our vendor partners' business continuity plans.

We kindly request you to provide us with a copy of your Business Continuity Plan (BCP) that outlines the strategies and processes in place to support your operations in the event of unforeseen disruptions.

Please include information on the following:

- Risk assessment procedures
- Response and recovery strategies
- Emergency contact information
- Testing and maintenance of the BCP

We appreciate your cooperation in this matter and look forward to receiving your response by [Insert Due Date]. If you have any questions or need further clarification, please do not hesitate to reach out.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]