

Vendor Continuity Strategy Inquiry

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Dear [Vendor Contact Name],

We hope this message finds you well. As part of our ongoing efforts to ensure seamless operations and minimize disruptions, we are reaching out to gather information regarding your continuity strategy.

Specifically, we would like to understand the following:

- What measures are in place to ensure vendor operational continuity during unforeseen circumstances?
- Can you provide details on your disaster recovery and business continuity plans?
- How do you communicate updates regarding your service availability?
- Have there been any recent changes or updates to your continuity strategy that we should be aware of?

Your prompt response will help us in our planning and decision-making processes. Please feel free to reach out if you require any further details or clarification.

Thank you for your attention to this matter, and we look forward to your reply.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]