

# Vendor Emergency Response Plan Confirmation

Date: [Insert Date]

To: [Vendor Name]

[Vendor Address]

[City, State, Zip]

Dear [Vendor Contact Name],

We would like to confirm the receipt of the Emergency Response Plan provided by your organization. We appreciate your efforts in ensuring that all necessary procedures are in place to address potential emergencies effectively.

As part of our ongoing commitment to safety and compliance, we will review the plan and reach out for any necessary clarifications. Your prompt attention to this matter helps us maintain a secure environment for our operations.

Thank you for your cooperation and support.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]