

# Vendor Operational Continuity Assurance

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Dear [Vendor Contact Name],

We are writing to request your assurance regarding the operational continuity of your services. As our valued partner, it is crucial for us to understand how you plan to ensure uninterrupted service delivery throughout unforeseen circumstances.

Please provide us with the following information:

- Your business continuity plan and related policies.
- Any potential risks identified and your mitigation strategies.
- Details on backup systems and recovery options available.
- Contact information for your crisis management team.

We appreciate your prompt response to this matter as we are committed to maintaining seamless operations for our clients.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]