

Vendor Service Continuity Affirmation

Date: [Insert Date]

To: [Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Contact Name],

We are writing to affirm our commitment to continuity of service during the upcoming [Insert Time Period or Event, e.g., Holiday Season, Renovation]. We value our partnership with [Vendor Name] and appreciate your support in maintaining uninterrupted service.

We ask that you confirm the following:

- Availability of products/services during the stated period.
- Efforts taken to mitigate any potential disruptions.
- Point of contact for urgent issues.

Please provide your confirmation of continuity at your earliest convenience. Thank you for your attention to this matter, and we look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your Contact Information]