

Vendor Crisis Management Contact Information

Dear [Vendor Name],

In light of potential crises that may affect our business operations, we would like to ensure that we have up-to-date contact details for your crisis management team. Please provide the following information:

Contact Details

- **Primary Contact Name:** [Name]
- **Position:** [Position]
- **Phone Number:** [Phone Number]
- **Email Address:** [Email]

Alternate Contact

- **Alternate Contact Name:** [Name]
- **Position:** [Position]
- **Phone Number:** [Phone Number]
- **Email Address:** [Email]

Thank you for your prompt attention to this matter. Please reply with the updated information by [due date].

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]