

Vendor Critical Contact Roster

Date: **October 23, 2023**

To: [Recipient Name]

From: [Your Company Name]

Vendor Information

Vendor Name	Contact Person	Phone Number	Email Address	Emergency Contact
Vendor A	Jane Doe	(555) 123-4567	jane.doe@vendora.com	John Smith - (555) 987-6543
Vendor B	John Brown	(555) 234-5678	john.brown@vendorb.com	Mary Johnson - (555) 876-5432
Vendor C	Lisa White	(555) 345-6789	lisa.white@vendorc.com	Mark Taylor - (555) 765-4321

Please ensure this roster is kept updated at all times to guarantee effective communication during critical situations.

Best Regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]