

# Vendor Urgent Communication Guidelines

Dear [Vendor Name],

We hope this message finds you well. In light of recent developments, we would like to remind you of our urgent communication guidelines to ensure smooth and effective collaboration.

## Urgent Communication Protocol:

1. **Immediate Response:** Please respond to urgent communication within 2 hours.
2. **Preferred Channels:** Use email and phone for urgent matters.
3. **Contact Points:** Reach out to [Contact Name, Position] at [Contact Email] or [Contact Phone Number].
4. **Documentation:** Always document urgent communications for record-keeping.

## Examples of Urgent Situations:

- Supply Chain Disruptions
- Product Recalls
- Critical Quality Issues

Your cooperation is vital for our continued success. Should you have any questions, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company]