

Vendor Maintenance Coordination Letter

Date: [Insert Date]

To: [Vendor Name]

From: [Your Name]

Subject: Vendor Maintenance Coordination

Dear [Vendor Contact Name],

We hope this message finds you well. As part of our ongoing efforts to ensure effective collaboration and seamless operations, we would like to outline our vendor maintenance coordination process.

1. Introduction

Brief introduction about the nature of the relationship and importance of vendor maintenance.

2. Scheduled Maintenance

Details of the scheduled maintenance dates and objectives.

3. Responsibilities

Outlining the responsibilities of both parties during maintenance activities.

4. Communication Protocol

How we will communicate updates and issues during the maintenance period.

5. Feedback and Improvements

Encouraging feedback on the maintenance coordination process for future improvements.

Thank you for your attention and cooperation. We look forward to successful maintenance activities ahead.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]