

Subcontractor Service Continuity Assessment

Date: [Insert Date]

To: [Subcontractor Name]

[Subcontractor Address]

Dear [Subcontractor Contact Name],

As part of our commitment to ensuring uninterrupted service delivery and operational resilience, we are conducting a continuity assessment of our subcontractor services. This assessment is designed to evaluate your current capacity to maintain service delivery in the event of a disruption.

Assessment Areas

- Business Continuity Planning
- Disaster Recovery Procedures
- Risk Management Strategies
- Communication Protocols
- Service Level Agreements Compliance

We kindly request you to provide the following information:

1. A copy of your Business Continuity Plan.
2. Details of your disaster recovery procedures.
3. Documentation regarding your risk management strategies.
4. Information on your communication protocols during a disruption.
5. Confirmation of compliance with Service Level Agreements.

Please submit the requested information by [insert submission deadline]. Your cooperation is essential for us to ensure continuity of service to our clients.

Should you have any questions, please do not hesitate to contact me at [Your Contact Information].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your Email Address]
[Your Phone Number]