

Subcontractor Service Continuity Framework Letter

Date: [Insert Date]

To: [Subcontractor Name]

Address: [Subcontractor Address]

Dear [Subcontractor Name],

Subject: Service Continuity Framework Agreement

We are writing to outline the Service Continuity Framework to ensure uninterrupted services between [Your Company Name] and [Subcontractor Name]. This framework is designed to support our operational resilience and maintain service delivery standards.

1. Scope of Services

[Detail the specific services covered under this agreement.]

2. Responsibilities

- [Your Company Name] is responsible for [list responsibilities].

- [Subcontractor Name] is responsible for [list responsibilities].

3. Continuity Strategies

[Describe the strategies in place to ensure service continuity during disruptions.]

4. Communication Plan

[Provide details of the communication plan during service disruptions.]

5. Review and Updates

This framework will be reviewed bi-annually and updated as necessary to ensure continued relevance.

We appreciate your cooperation in implementing these guidelines to ensure the successful continuity of our services.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]