

Subcontractor Service Continuity Procedures

Date: [Insert Date]

To: [Subcontractor Name]

Address: [Subcontractor Address]

Dear [Subcontractor Contact Name],

As part of our commitment to maintaining seamless operations, we require all subcontractors to adhere to specific service continuity procedures. This letter outlines the expectations and protocols that must be followed in the event of an unforeseen disruption.

1. Notification Procedures

In the event of a service interruption, please notify [Your Company Name] immediately through:

- Email: [Your Email]
- Phone: [Your Phone Number]

2. Contingency Plans

Each subcontractor must have a documented contingency plan that includes:

- Alternative resources
- Emergency contacts
- Recovery procedures

3. Regular Updates

Subcontractors are required to provide bi-weekly updates on their continuity readiness, including any changes to resources or procedures.

4. Training and Drill Exercises

Regular training and mock drills should be conducted to ensure all personnel are familiar with the service continuity plan.

Thank you for your attention to this important matter. We appreciate your cooperation in ensuring the uninterrupted delivery of services.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]