

# Reseller Contingency Planning Document

Date: [Insert Date]

To: [Reseller Name]

From: [Your Company Name]

Subject: Reseller Contingency Planning

Dear [Reseller Contact Name],

As part of our ongoing commitment to ensure seamless business operations and minimize disruptions, we are presenting our Reseller Contingency Planning Document. This document outlines key procedures and protocols that must be followed in the event of unforeseen circumstances affecting our operations.

## 1. Objectives

The primary objectives of this document are to:

- Identify potential risks that may impact our partnership.
- Establish response strategies for various scenarios.
- Ensure continuity of service to our mutual customers.

## 2. Risk Assessment

We have conducted a thorough risk assessment and identified the following potential risks:

- Supply chain disruptions.
- Technological failures.
- Natural disasters.

## 3. Response Strategies

Our response strategies include, but are not limited to:

- Alternative suppliers and inventory management.
- Regular system backups and IT support.
- Emergency communication plans.

## 4. Reporting and Communication

In the event of an incident, we will ensure timely communication and updates. Please designate a contact person from your team to facilitate communication.

We value our partnership and are committed to supporting each other during challenging times. Please review the attached document and provide your feedback by [Insert Feedback Deadline].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]