

Date: [Insert Date]

To: [Supplier Name]

Address: [Supplier Address]

Subject: Business Continuity Assurance

Dear [Supplier Name],

We are committed to maintaining our business operations and ensuring continuity in the event of unforeseen disruptions. As a valued supplier, we require your cooperation in safeguarding the reliability of our mutual business relationship.

Please provide us with your current business continuity plan, including details regarding risk assessment, crisis management, and recovery strategies. This information is crucial for us to evaluate your preparedness in maintaining supply chain stability.

We appreciate your attention to this matter and look forward to your prompt response.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]