

# Supplier Business Continuity Strategy

Date: [Insert Date]

[Supplier Name]

[Supplier Address]

[City, State, Zip Code]

Dear [Supplier Contact Name],

As part of our commitment to ensuring the resilience and continuity of our operations, we are reaching out to discuss your business continuity strategy.

## Overview of Business Continuity Strategy

We expect our suppliers to have a comprehensive business continuity strategy that outlines how they will continue to operate during and after any disruption. This strategy should include:

- Risk Assessment and Management
- Disaster Recovery Plans
- Communication Plans
- Employee Safety Measures
- Supply Chain Contingency Plans

## Documentation Request

To ensure alignment with our own business continuity policies, please provide us with the following documentation:

- Current Business Continuity Plan
- Details of any recent business continuity tests or drills
- Contact information for your business continuity management team

## Next Steps

We appreciate your collaboration and timely response to this request. Please submit the requested documents by [Insert Deadline Date]. If you have any questions or require further information, do not hesitate to contact me directly at [Your Contact Information].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Company Address]

[Contact Information]