

Supplier Disaster Recovery Communication

Date: [Insert Date]

To: [Supplier Name]

From: [Your Company Name]

Subject: Disaster Recovery Communication

Dear [Supplier Name],

We hope this message finds you well. In light of recent events affecting our operations, we would like to communicate our disaster recovery plans and any necessary actions regarding our partnership.

As you are aware, [Briefly describe the disaster or disruption, e.g., natural disaster, cyberattack, etc.], has impacted our ability to maintain regular operations. We are currently implementing our disaster recovery plan, which includes the following actions:

- [Action 1: e.g., Backup sourcing procedures]
- [Action 2: e.g., Temporary facility relocation]
- [Action 3: e.g., Enhanced communication strategies]

We kindly ask you to ensure that your supply chain can accommodate these changes. Additionally, please provide us with any relevant information regarding your own disaster recovery measures and how they may affect our supply agreement.

Thank you for your understanding and cooperation during this challenging time. We value our partnership and are committed to working together to navigate this situation.

Best regards,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]