

# Vendor Contingency Plan

Date: [Insert Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Contact Name],

We appreciate our partnership and your commitment to providing quality products and services to our organization. As part of our ongoing risk management strategy, we request your assistance in developing a contingency plan to address potential interruptions in service or supply.

## 1. Risk Assessment

Please identify any potential risks that may affect your ability to deliver products or services, including but not limited to:

- Natural Disasters
- Supply Chain Disruptions
- Man-made Emergencies
- Technological Failures

## 2. Contingency Measures

Outline the contingency measures you will implement to mitigate these risks. This should include:

- Alternative suppliers or vendors
- Backup production or service delivery methods
- Emergency communication protocols

## 3. Contact Information

Provide up-to-date contact information for personnel who will oversee the execution of the contingency plan during an emergency.

Your prompt response to this request will help us ensure integrity within our supply chain. Please send the completed contingency plan by [Insert Deadline].

Thank you for your cooperation and continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]