

Partnership Crisis Response Communication Plan

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Partnership Crisis Response Communication Plan

Introduction

In light of the recent crisis, we understand the importance of prompt and cohesive communication between our organizations. The following plan outlines our approach to addressing the situation and maintaining transparent communication with all stakeholders.

Objectives

- Ensure timely and accurate information dissemination.
- Protect the reputation of both organizations.
- Reinforce our commitment to partnership and collaboration.

Key Message

Our partnership remains strong, and together we are committed to navigating this challenge effectively and responsibly.

Stakeholders

- Internal Teams
- Partners
- Customers
- Media

Communication Channels

- Email Updates
- Press Releases
- Social Media Posts
- Website Notifications

Timeline

We will provide updates as follows:

- Initial response: [Insert Date]
- Progress updates: [Weekly/Bi-weekly]
- Final resolution report: [Insert Date]

Roles and Responsibilities

Designate a crisis communication team from each organization to collaborate closely throughout the process.

Conclusion

We appreciate your cooperation as we navigate this situation together. Our goal is to ensure a transparent and effective communication flow, reinforcing our partnership.

Best regards,

[Your Name]

[Your Position]

[Your Organization]