

# Crisis Communication Strategy Letter

Date: [Insert Date]

To: [Insert Contractor Name]

From: [Insert Your Name]

Subject: Crisis Communication Strategy

Dear [Insert Contractor Name],

As we navigate through the current crisis, it is imperative that we communicate effectively to ensure all parties remain informed and aligned. Below is our proposed crisis communication strategy tailored for contractors:

## Objectives

- Provide timely and accurate information.
- Maintain transparency throughout the process.
- Support all parties involved to mitigate potential impacts.

## Key Messages

- We acknowledge the situation and are actively working on a resolution.
- Safety and compliance are our top priorities.
- We appreciate your cooperation and understanding during this time.

## Communication Channels

- Email updates
- Virtual meetings
- Dedicated hotline for inquiries

## Timeline

Information will be disseminated on the following schedule:

- Initial communication within 24 hours of the event.
- Follow-up updates every three days until resolved.

## Responsibility and Point of Contact

For all inquiries, please contact [Insert Point of Contact Name] at [Insert Contact Information].

Thank you for your attention and cooperation. We are committed to keeping you informed and resolving this issue as swiftly as possible.

Sincerely,

[Your Name]

[Your Position]

[Your Company]