

# Transparency Update

Dear [Partner's Name],

I hope this message finds you well. We are reaching out to provide you with an important update regarding our current situation.

As you may be aware, we are navigating through challenging times due to [briefly explain the crisis, e.g., economic downturn, operational challenges, etc.]. We want to maintain our commitment to transparency and keep you informed of our actions and outlook.

Our team is actively working to address these issues by [briefly outline measures being taken, e.g., cost reductions, strategic adjustments, etc.]. We believe that through collaboration and open communication, we can find pathways to resilience together.

We appreciate your partnership and understanding during this time. Please feel free to reach out if you have any questions or need further information. We value your support and are committed to keeping you updated as the situation evolves.

Thank you for your continued partnership.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company]