

[Date]

[Vendor Contact Name]
[Vendor Company Name]
[Vendor Address]

Subject: Update to Severe Weather Emergency Procedures

Dear [Vendor Name],

Following our recent organizational transition, we have updated our operational protocols regarding severe weather and emergency situations. This letter serves as formal notification of the revised procedures that apply to all vendors effective [Date].

Communication Channels:

In the event of severe weather, our primary point of contact will be [Name/Department] at [Phone Number] or [Email Address]. Please ensure your team monitors these channels for site closures or delayed openings.

Service Expectations:

If your services are deemed essential during an emergency, please confirm your ability to operate under the following conditions:

- [Specific Condition 1]
- [Specific Condition 2]

Reporting Requirements:

If weather conditions prevent your team from reaching our facility, you are required to notify us at least [Number] hours prior to the scheduled start time.

Safety Protocols:

All vendor personnel on-site must follow the updated evacuation and shelter-in-place maps located at [Location/Link].

Please acknowledge receipt of these updated procedures by signing and returning a copy of this letter or by replying to this email by [Deadline Date].

Thank you for your continued partnership and for helping us maintain a safe working environment.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]