## Example: Supplier Communication when Plant is Closing

Due to X our plant will close on X DATE. Goods-in will close at 1pm the day before, on Y DATE.

Our crisis contact list can be found at the end of this message and we ask you to reciprocate with a similar, updated list for us.

We wish to work with you now, to ensure our goods-inward and stock will be in place when we announce re-opening. Continuing knowledge of your situation is our highest priority in determining which date is feasible, so do please keep in regular contact.

It will be helpful to maintain our two-way channel, so that imminent changes by you are known quickly. Your contact for this is Miguel in Purchasing (and his back up is Nancy; see crisis contact list, later).

For any questions about our strategic and operational situation, do please contact the undersigned at any point.