[COMPANY NAME]

[ADDRESS]

[CITY, STATE, ZIP CODE]

[DATE]

**Subject: Request for Updated Disaster Recovery Plans**

Dear [Recipient’s Name/IT Team],

As part of our commitment to business continuity and operational resilience, we are formally requesting an updated version of the organization’s disaster recovery (DR) plans. Having a current and comprehensive DR strategy is essential to minimize downtime and data loss in the event of unforeseen disruptions such as cyberattacks, system failures, or natural disasters.

**Proposed Scope**

The updated disaster recovery plans should include:

* **Systems Covered**: [*List key infrastructure and systems, e.g., servers, databases, cloud platforms, communication tools, etc*.]
* **Recovery Objectives**: [*Include desired RTO (Recovery Time Objective) and RPO (Recovery Point Objective) for each critical system*.]
* **Roles and Responsibilities**:[*Define clear roles for IT personnel, department heads, and emergency contacts.*]
* **Backup Protocols**: [*Detail frequency, storage locations, and verification methods for system backups*.]
* **Testing Procedures**: [*Outline frequency and process for DR testing and updates.*]

**Implementation Timeline**

We recommend the following timeline to ensure timely updates and reviews:

* **Assessment Phase**: [*Start date – deadline for identifying gaps in the current DR plan*]
* **Draft & Review Phase**: [*Start date – deadline for drafting and stakeholder input*]
* **Finalization & Distribution**: [*Final deadline for approval and sharing of the updated DR plans*]

**Benefits of Updated Disaster Recovery Plans**

Updating our disaster recovery strategy will:

* Improve organizational preparedness and reduce potential downtime.
* Strengthen data protection and recovery capabilities.
* Support compliance with regulatory and industry-specific standards.
* Build greater stakeholder confidence in our ability to manage disruptions.

**Next Steps**

Please confirm receipt of this request and share your availability to begin the review process. If additional input or clarification is required, feel free to contact [Name, Title] at [Email Address/Phone Number].

Thank you for your support in strengthening our operational resilience. We look forward to working together to ensure our disaster recovery plans remain effective and up to date.

Yours sincerely,

……………………………………………………….

[NAME]

[TITLE/POSITION]

[COMPANY NAME]