

# IT Disaster Recovery Plan

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Resource Allocation for IT Disaster Recovery Plan

Dear [Recipient Name],

As part of our ongoing efforts to ensure the resilience of our IT infrastructure, we are in the process of finalizing our Disaster Recovery Plan (DRP). Your support is essential to effectively allocate the necessary resources to achieve our recovery objectives.

## Resource Allocation Details

- **Personnel:** [List required personnel and their roles]
- **Hardware:** [Specify hardware requirements]
- **Software:** [List software tools needed for recovery]
- **Financial Resources:** [Detail budget allocations]
- **Timeline:** [Outline the timeline for resource acquisition]

Your timely assistance in this matter will greatly enhance our preparedness for potential IT disasters. Please provide your feedback and confirmation of resource availability by [Insert Deadline].

Thank you for your attention to this critical initiative.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]