

IT Disaster Recovery Plan Revision Request

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Department: [Your Department]

Subject: Request for Revision of IT Disaster Recovery Plan

Dear [Recipient's Name],

I am writing to formally request a revision of the IT Disaster Recovery Plan, originally implemented on [Insert Original Date]. As our organization has grown and evolved, certain aspects of the plan have become outdated and require updates to ensure its effectiveness and relevance.

Specifically, I recommend the following revisions:

- Update contact information for key personnel.
- Incorporate new IT systems and software that have been implemented.
- Revise recovery time objectives based on current business priorities.
- Enhance security measures in light of recent cyber threats.

I believe that these changes will significantly improve our disaster recovery capabilities and ensure a smoother response in the event of an incident.

Please let me know a convenient time for us to discuss this further. I appreciate your attention to this important matter.

Thank you for considering this request.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]