

IT Disaster Recovery Plan Stakeholder Engagement

Date: [Insert Date]

To: [Stakeholder Name]

From: [Your Name]

Subject: Engagement in IT Disaster Recovery Plan Development

Dear [Stakeholder Name],

I hope this message finds you well. As part of our ongoing efforts to enhance our IT disaster recovery capabilities, we are in the process of developing a comprehensive disaster recovery plan.

Given your expertise and role within [Stakeholder's Department/Organization], your input will be invaluable in ensuring that the plan is robust and effectively addresses the potential risks that we may face. We would like to invite you to participate in a stakeholder engagement session scheduled for [Insert Date and Time].

During this session, we will:

- Review current disaster recovery strategies
- Identify potential improvements
- Discuss roles and responsibilities during a disaster
- Gather feedback from all stakeholders

Please confirm your availability for the session or suggest an alternative time if necessary. Your participation is crucial to the success of our disaster recovery initiatives.

Thank you for your attention, and I look forward to your positive response.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]

[Your Organization]