

IT Disaster Recovery Policy Amendment

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Amendment to IT Disaster Recovery Policy

Dear [Recipient Name],

We are writing to inform you of an amendment to the IT Disaster Recovery Policy that will take effect on [Effective Date]. This amendment is necessary to address recent developments and ensure the continued effectiveness of our disaster recovery strategy.

Summary of Amendments:

- [Detail of amendment 1]
- [Detail of amendment 2]
- [Detail of amendment 3]

Please review the amended policy document attached to this letter. Your feedback is valuable, and we encourage you to reach out with any questions or concerns regarding these changes.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]