

Business Continuity Disaster Recovery Agreement

From: [Your Company Name]

Address: [Your Company Address]

Date: [Date]

To: [Recipient's Company Name]

Address: [Recipient's Company Address]

Subject: Business Continuity and Disaster Recovery Agreement

Dear [Recipient's Name],

We are writing to formalize our agreement regarding Business Continuity and Disaster Recovery (BCDR) procedures between [Your Company Name] and [Recipient's Company Name]. This agreement aims to ensure that both parties are prepared for unforeseen disruptions and can continue essential operations during crises.

Scope of Agreement

- Identify critical business functions.
- Establish communication protocols during an emergency.
- Outline recovery strategies and timelines.
- Conduct regular training and testing of BCDR plans.

Responsibilities

[Your Company Name] agrees to:

- Provide necessary resources for plan implementation.
- Collaborate with [Recipient's Company Name] for training purposes.

[Recipient's Company Name] agrees to:

- Participate in plan reviews and updates.
- Ensure all personnel are aware of BCDR procedures.

Term and Termination

This agreement will remain in effect until terminated by either party with [insert notice period] written notice.

We look forward to your cooperation and commitment to ensuring business continuity for both our organizations.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Email Address]

[Your Phone Number]