

# Financial Institutions Disaster Recovery Agreement

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Institution Name]

[Institution Address]

Dear [Recipient's Name],

We are pleased to present the Financial Institutions Disaster Recovery Agreement between [Your Institution Name] and [Recipient Institution Name]. This agreement outlines the terms and conditions under which our institutions will collaborate in the event of a disaster affecting critical operations.

## 1. Purpose

The purpose of this Agreement is to ensure the continuity of operations and protection of assets in the event of a disaster.

## 2. Scope of Agreement

This Agreement covers the following areas:

- Communication protocol during a disaster
- Resource sharing agreements
- Backup and recovery strategies

## 3. Responsibilities

Both parties agree to the following responsibilities:

- [Your Institution Name]: [List responsibilities]
- [Recipient Institution Name]: [List responsibilities]

## 4. Review and Amendments

This Agreement will be reviewed annually and may be amended as necessary by mutual consent.

We appreciate your commitment to ensuring a robust disaster recovery plan and look forward to your agreement to this partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Institution Name]

[Your Contact Information]