

Site Recovery Disaster Recovery Agreement

Date: _____

To: [Recipient's Name]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

This letter serves as a formal agreement between [Your Company Name] and [Recipient's Company Name] regarding the site recovery and disaster recovery services.

1. Purpose

The purpose of this agreement is to outline the terms and conditions under which disaster recovery services will be provided to ensure business continuity in the event of an unforeseen disaster.

2. Scope of Services

Our services will include:

- Data Backup and Restoration
- Emergency Response Planning
- Site Recovery Implementation

3. Responsibilities

Both parties agree to fulfill the following responsibilities:

- [Your Company Name]: Provide all necessary resources for the recovery process.
- [Recipient's Company Name]: Ensure timely communication and access to facilities as needed.

4. Duration

This agreement will remain in effect for a period of [number] years from the date of signing.

5. Confidentiality

Both parties agree to maintain confidentiality regarding sensitive information shared during the partnership.

By signing below, both parties agree to the terms outlined in this Site Recovery Disaster Recovery Agreement.

[Your Name]

[Your Company Title]

[Recipient's Name]

[Recipient's Company Title]

Effective Date: _____