

Business Continuity Plan Review Cycle Reminder

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Reminder for Business Continuity Plan Review

Dear [Recipient's Name],

This is a friendly reminder that it is time for the scheduled review of our Business Continuity Plan (BCP). As part of our commitment to ensuring operational resilience and preparedness, we must assess the effectiveness and relevance of our BCP regularly.

Key Points to Consider:

- Review the current business environment and any changes.
- Evaluate the effectiveness of our response strategies.
- Identify any gaps or areas for improvement.

Please ensure that your input is submitted by [Deadline Date] to facilitate a comprehensive review. Your feedback is essential for maintaining our ongoing readiness.

Thank you for your attention to this important matter.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]