

# Reseller Disaster Recovery Guidelines

Date: [Insert Date]

To: [Reseller Name]

From: [Your Company Name]

Subject: Disaster Recovery Guidelines

Dear [Reseller Name],

In light of potential disruptions that may impact our operations, we have established these Disaster Recovery Guidelines to ensure continuity and security for our resellers and clients. Please review the following steps carefully:

## 1. Communication Plan

Immediately notify your point of contact at [Your Company Name] in the event of a disaster.

## 2. Data Backup

Ensure all critical data is backed up regularly and can be restored quickly from a secure location.

## 3. Business Continuity

Develop and maintain a business continuity plan that outlines your recovery strategies and responsibilities.

## 4. Training and Testing

Conduct regular training sessions for your team and test your disaster recovery plans to identify areas for improvement.

## 5. Resources

Utilize the resources provided by [Your Company Name] for tools and support during the recovery process.

We appreciate your cooperation in following these guidelines to ensure a smooth recovery process. Should you have any questions, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]