

Subject: Request for Review of IT Disaster Recovery Plan

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Position: [Your Position]

Company: [Your Company]

Email: [Your Email]

Phone: [Your Phone Number]

Dear [Recipient's Name],

I hope this message finds you well. As part of our ongoing commitment to maintaining effective risk management practices, we are conducting a review of our IT Disaster Recovery Plan.

We would like to request your assistance in reviewing the current plan to ensure it meets our business continuity requirements and aligns with best practices in the industry. Your insights and expertise would be invaluable in identifying potential gaps and areas for improvement.

Please let us know your available times for a meeting to discuss this further. We aim to complete the review by [Insert Deadline], so your prompt response would be greatly appreciated.

Thank you for your attention to this important matter. I look forward to collaborating with you on this review.

Best regards,

[Your Name]

[Your Position]

[Your Company]