

# IT Disaster Recovery Stakeholder Briefing

Date: [Insert Date]

To: [Stakeholder Name]

From: [Your Name]

Subject: IT Disaster Recovery Plan Briefing

Dear [Stakeholder Name],

I hope this message finds you well. As part of our ongoing commitment to ensuring the resilience of our IT infrastructure, we are convening a stakeholder briefing to discuss our Disaster Recovery Plan (DRP). This is to ensure that all stakeholders are informed and prepared for potential disruptions.

## Briefing Details:

**Date:** [Insert Date]

**Time:** [Insert Time]

**Location:** [Insert Location] / Virtual Meeting Link: [Insert Link]

## Agenda:

1. Overview of the IT Disaster Recovery Plan
2. Recent Updates and Changes
3. Distribution of Responsibilities
4. Discussion of Potential Risks
5. Q&A Session

Your participation is crucial to the success of our disaster recovery initiatives. Please confirm your attendance by [Insert RSVP Date]. Should you have any questions or require further information, feel free to reach out.

Thank you for your attention to this important matter. I look forward to your valuable input in our efforts to strengthen our disaster recovery strategies.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]