

Technology Risk Assessment for Business Continuity Planning

Date: [Insert Date]

To: [Recipient's Name]
[Recipient's Title]
[Company Name]
[Company Address]

Dear [Recipient's Name],

In accordance with our ongoing commitment to ensure business continuity and mitigate technology-related risks, we have conducted a comprehensive Technology Risk Assessment. This assessment aims to identify potential threats to our technology infrastructure and develop strategies to enhance our resilience in the face of disruptions.

Assessment Overview

The assessment was carried out over the period of [insert duration] and involved the evaluation of our current technology systems, processes, and policies. Our primary focus was on:

- Identifying critical technology assets
- Evaluating potential vulnerabilities
- Determining the impact of disruptions
- Recommending mitigation strategies

Findings

Key findings from our assessment include:

1. Significant reliance on legacy systems
2. Potential cybersecurity threats
3. Insufficient backup and recovery protocols

Recommendations

To address these findings, we recommend the following actions:

- Upgrading outdated technology solutions
- Implementing comprehensive cybersecurity training
- Enhancing data backup procedures

We appreciate your attention to this important matter and look forward to your feedback. Together, we can ensure the sustainability and efficiency of our technology operations.

Sincerely,
[Your Name]
[Your Title]
[Your Company]
[Contact Information]