

# Business Continuity Compliance Review Notification

Date: [Insert Date]

To: [Recipient Name]

Title: [Recipient Title]

Company: [Recipient Company]

Address: [Recipient Address]

Dear [Recipient Name],

We are writing to notify you that a Business Continuity Compliance Review will be conducted on [Insert Date]. This review is essential for assessing our preparedness and resilience in the face of potential disruptions in our operations.

The objectives of the review include:

- Evaluating the current business continuity plans and procedures
- Identifying gaps and areas for improvement
- Ensuring compliance with regulatory requirements

Your participation is crucial for the success of this review. We request that you be available for an interview and provide any relevant documentation that may assist us in this process.

If you have any questions or need further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Address]