

Business Continuity Plan Assessment Request

Date: [Insert Date]

To: [Recipient Name]

Company: [Recipient Company]

Address: [Recipient Address]

Dear [Recipient Name],

I hope this message finds you well. As part of our ongoing commitment to ensuring operational resilience, we are conducting an assessment of our Business Continuity Plan (BCP).

We would like to request your assistance in this process. Your insights and expertise are invaluable as we evaluate our current BCP and identify any potential gaps or areas for improvement.

Please let us know your availability for a brief meeting to discuss this further. We aim to have all assessments completed by [Insert Deadline], and your timely response will be greatly appreciated.

Thank you for your attention to this important matter. We look forward to your positive response.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]