

# Business Continuity Policy Review Meeting

Dear [Recipient's Name],

We would like to invite you to the Business Continuity Policy Review Meeting scheduled for [Date] at [Time]. The meeting will take place at [Location] / via [Virtual Platform].

The agenda for the meeting includes:

- Review of Current Business Continuity Policies
- Assessment of Continued Relevance
- Recommendations for Updates
- Action Plan for Implementation

Your input and expertise are crucial to ensuring that our Business Continuity Plans remain effective and resilient. Please confirm your attendance by [RSVP Date].

Thank you for your attention to this important matter.

Best Regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]