

Disaster Recovery Plan Activation Request

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Request for Activation of Disaster Recovery Plan

Dear [Recipient Name],

I am writing to formally request the activation of our Disaster Recovery Plan due to [briefly describe the disaster or incident causing the request, e.g., severe weather, cyber attack, etc.]. After assessing the situation and its impact on our operations, we believe it is crucial to initiate the recovery protocols outlined in our plan.

As per the procedures, the following steps will need to be implemented:

- Evaluate current operational status and determine affected areas.
- Activate recovery teams and designate responsibilities.
- Communicate with all stakeholders regarding the activation and next steps.
- Monitor recovery progress and update as necessary.

Please confirm the activation of the Disaster Recovery Plan at your earliest convenience. If you have any questions or require further information, do not hesitate to reach out.

Thank you for your attention to this urgent matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company]

[Your Contact Information]