

Operational Recovery Plan Launch

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address]

Dear [Recipient's Name],

We are pleased to announce the launch of our Operational Recovery Plan, designed to ensure the resilience and continued operation of our organization in the face of potential disruptions. This plan outlines the strategies and actions that will be taken to facilitate a swift recovery and maintain our service levels.

Key components of the plan include:

- Assessment of potential risks and impacts
- Roles and responsibilities during recovery
- Communication strategies to keep stakeholders informed
- Testing and training schedules

We are committed to proactive planning and preparation, and we encourage your engagement in the implementation of this plan. An overview meeting is scheduled for [Date/Time] at [Location/Online Platform]. Your participation is vital to our collective success.

Thank you for your continued support and collaboration.

Sincerely,

[Your Name]

[Your Title]

[Company/Organization Name]

[Contact Information]