

Business Continuity Exercise Schedule

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Schedule for Upcoming Business Continuity Exercise

Dear [Recipient's Name],

We are pleased to announce the schedule for our upcoming Business Continuity Exercise. This exercise is essential to ensure that all team members are familiar with our business continuity plans and are prepared to respond effectively in the event of an unforeseen disruption.

Exercise Schedule

Date	Time	Location	Activity
[Insert Date 1]	[Insert Time 1]	[Insert Location 1]	[Insert Activity 1]
[Insert Date 2]	[Insert Time 2]	[Insert Location 2]	[Insert Activity 2]
[Insert Date 3]	[Insert Time 3]	[Insert Location 3]	[Insert Activity 3]

Please mark your calendars and ensure your availability for the scheduled activities. Further details and materials will be shared prior to the exercise.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]