

Disaster Recovery Plan Approval Reminder

Dear [Recipient's Name],

This is a friendly reminder regarding the approval of the Disaster Recovery Plan for [Project/Department Name]. As we discussed, the deadline for approval is approaching on [Due Date]. Your timely approval is crucial to ensure our organization's preparedness and resilience.

Please review the plan attached and provide your feedback or approval at your earliest convenience. If you have any questions or require further information, feel free to contact me directly.

Thank you for your attention to this important matter.

Best regards,
[Your Name]
[Your Position]
[Your Organization]
[Your Contact Information]