

[Date]

[Recipient Name]

[Title]

[Department]

[Organization Name]

Subject: Notification of Business Continuity and Disaster Recovery (BCDR) Audit

Dear [Recipient Name],

This letter serves as formal notification that the Internal Audit Department will conduct an audit of the [Organization Name] Business Continuity and Disaster Recovery (BCDR) programs. The audit is scheduled to begin on [Start Date] and is expected to conclude by [End Date].

The primary objective of this audit is to evaluate the adequacy and effectiveness of the organization's strategies for maintaining operations and recovering IT systems in the event of a significant disruption. The scope of this audit will include, but is not limited to:

- Review of Business Impact Analysis (BIA) and Risk Assessment documentation.
- Evaluation of Business Continuity Plans (BCP) and Disaster Recovery Plans (DRP).
- Assessment of backup procedures and offsite storage security.
- Verification of recent testing results, exercises, and maintenance logs.
- Compliance with relevant regulatory requirements and industry standards.

To facilitate the audit process, we request that your team provide access to the necessary documentation and personnel. We will schedule an opening meeting on [Meeting Date/Time] to discuss the audit timeline, required resources, and specific reporting procedures.

Please provide a designated point of contact for this engagement by [Response Date]. Should you have any questions regarding this audit, please contact [Lead Auditor Name] at [Phone Number/Email].

Thank you for your cooperation in ensuring the resilience of our organization.

Sincerely,

[Your Name]

[Your Title]

[Internal Audit Department]