

[Your Name/Department]
[Your Company Name]
[Date]

[Recipient Name]
[Recipient Title/Department]
[Company Name]

Subject: Feedback on Business Continuity and Operational Resilience Review

Dear [Recipient Name],

Following the recent assessment of our business continuity plans and operational resilience framework, we are providing the following feedback regarding the performance and effectiveness of our current strategies.

1. Strengths Identified:

[List successful areas, such as recovery time objectives met or effective communication channels.]

2. Areas for Improvement:

[List gaps, such as resource dependencies, documentation updates, or technical bottlenecks.]

3. Testing and Exercise Outcomes:

[Summarize results from recent drills or simulations.]

4. Recommendations:

[Provide specific actions to enhance resilience and mitigate identified risks.]

We believe that addressing these points will significantly strengthen our ability to maintain critical functions during a disruption. Please review these findings and provide your comments or an action plan by [Date].

Thank you for your commitment to our operational stability.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Job Title]