

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

To: [Stakeholder Name/All Staff/Client Name]
Subject: Information Technology Disaster Recovery and Continuity Management Policy

Dear [Recipient Name],

This letter serves to outline our commitment to Information Technology Disaster Recovery (ITDR) and Business Continuity Management (BCM). Our primary objective is to ensure the resilience of our digital infrastructure and the uninterrupted delivery of services in the event of a technical failure or emergency.

1. Recovery Objectives

We have established specific Recovery Time Objectives (RTO) and Recovery Point Objectives (RPO) for all critical systems to minimize data loss and downtime.

2. Redundancy and Backups

All critical data is backed up daily and stored in secure, off-site, or cloud-based locations. Redundant hardware and failover protocols are in place for high-priority applications.

3. Testing and Maintenance

Our Disaster Recovery Plan is tested on a [Quarterly/Bi-Annual/Annual] basis through tabletop exercises and technical simulations to ensure effectiveness and identify areas for improvement.

4. Incident Response

In the event of a disruption, a designated IT Response Team will be activated immediately. Communications will be distributed through [Email/SMS/Internal Portal] to keep all stakeholders informed.

5. Compliance and Security

Our continuity strategies align with [Industry Standards, e.g., ISO 22301 or NIST] to ensure that security controls remain active even during recovery operations.

Please direct any questions regarding these procedures to the IT Department at [Contact Information].

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]