

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: VMware Disaster Recovery Plan Proposal

We are writing to you regarding the importance of a robust disaster recovery solution for our VMware environment. As you are aware, ensuring business continuity in the face of unforeseen events is critical for our operations.

Overview of Current Infrastructure:

- Description of current VMware setup
- Key applications and services hosted
- Importance of these services to our operations

Proposed Disaster Recovery Strategy:

- Outline of our proposed disaster recovery plan using VMware solutions
- Key features: replication, failover, and recovery time objectives (RTO)
- Benefits of implementing this plan

Next Steps:

- Proposal for a meeting to discuss the plan in detail
- Suggested timelines for implementation
- Request for confirmation of interest

Thank you for considering this important initiative. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Phone Number]

[Your Email Address]