

Construction Project Risk Assessment

Date: [Insert Date]

To: [Recipient's Name]
[Recipient's Position]
[Company Name]
[Company Address]

Dear [Recipient's Name],

Subject: Risk Assessment for [Project Name]

We are writing to inform you that a comprehensive risk assessment has been conducted for the [Project Name] scheduled to commence on [Start Date]. The purpose of this assessment is to identify potential risks associated with the project and to outline strategies for mitigating these risks.

Identified Risks

- Risk 1: [Description]
- Risk 2: [Description]
- Risk 3: [Description]

Mitigation Strategies

- Strategy for Risk 1: [Description]
- Strategy for Risk 2: [Description]
- Strategy for Risk 3: [Description]

Please review the attached risk assessment document for more detailed information regarding the findings and proposed actions. We are committed to ensuring the safety and success of the [Project Name] and will continuously monitor and update our risk management strategies as necessary.

Thank you for your attention to this important matter. Should you have any questions or require further clarification, please do not hesitate to reach out.

Sincerely,

[Your Name]
[Your Position]
[Company Name]
[Contact Information]