

# Risk Assessment Guidance for Community Organizations

Date: [Insert Date]

To: [Community Organization Name]

From: [Your Organization Name]

Subject: Guidance on Conducting a Risk Assessment

Dear [Community Organization Name],

We understand that as a community organization, it is crucial to identify potential risks that could impact your activities and the people you serve. This letter serves as a guide on how to conduct a comprehensive risk assessment.

## 1. Identify Risks

List all possible risks that your organization may face, such as financial, operational, reputational, and compliance risks.

## 2. Analyze Risks

Evaluate the likelihood and potential impact of each identified risk to prioritize them effectively.

## 3. Implement Controls

Develop strategies to mitigate identified risks, including training, policies, and procedures.

## 4. Monitor and Review

Regularly review your risk assessment process and update it as necessary to address new risks.

For additional resources and support, please feel free to reach out to us at [Contact Information].

Thank you for your commitment to safeguarding your community.

Sincerely,

[Your Name]

[Your Position]

[Your Organization Name]  
[Your Contact Information]