

Project Risk Assessment Summary Report

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Project Risk Assessment Summary

Project Overview

[Brief description of the project]

Risk Assessment Summary

Risk ID	Risk Description	Impact Level	Probability	Mitigation Strategy
1	[Risk Description]	[Low/Medium/High]	[Low/Medium/High]	[Mitigation Strategy]

Conclusion

[Summary of findings and next steps]

Attachments

[List any attached documents or appendices]

Regards,

[Your Name]

[Your Position]

[Your Contact Information]