

Stakeholder Risk Assessment Action Plan

Date: [Insert Date]

To: [Stakeholder Name]

From: [Your Name]

Subject: Risk Assessment Action Plan

1. Introduction

This letter serves as a formal communication regarding the outcomes of the stakeholder risk assessment and our proposed action plan to mitigate identified risks.

2. Summary of Risks Identified

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

3. Proposed Action Plan

1. **Risk 1:** [Action associated with Risk 1]
2. **Risk 2:** [Action associated with Risk 2]
3. **Risk 3:** [Action associated with Risk 3]

4. Timeline and Responsibilities

Action	Responsible Party	Timeline
[Action for Risk 1]	[Responsible Party]	[Timeline]
[Action for Risk 2]	[Responsible Party]	[Timeline]
[Action for Risk 3]	[Responsible Party]	[Timeline]

5. Conclusion

We appreciate your support in implementing this action plan. Together, we can effectively manage and mitigate these risks for the benefit of our stakeholders and overall project success.

Best regards,

[Your Name]

[Your Title]

[Your Organization]