

# Project Risk Assessment Summary

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Project Risk Assessment Summary for [Project Name]

## Project Overview

[Brief description of the project]

## Risk Assessment Summary

Risk ID	Description	Impact	Likelihood	Mitigation Strategy
1	[Risk Description]	[High/Medium/Low]	[High/Medium/Low]	[Mitigation Strategy]
2	[Risk Description]	[High/Medium/Low]	[High/Medium/Low]	[Mitigation Strategy]

## Conclusion

[Summary of findings and recommendations]

## Next Steps

[Outline the next steps to address identified risks]

Thank you for your attention to this risk assessment summary. Please feel free to reach out for any further information.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]