

Project Risk Monitoring Report

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Project Risk Monitoring Report for [Project Name]

Introduction

This report outlines the current risk status of the [Project Name], detailing identified risks, their potential impact, and mitigation strategies in place.

Identified Risks

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

Conclusion

The risk monitoring process is essential for the successful completion of the [Project Name]. We will continue to review and adjust our strategies as necessary to mitigate potential risks.

Next Steps

Upcoming risk assessment meetings will be scheduled bi-weekly to ensure proactive management of all identified risks.

Thank you for your attention to this important matter.

Sincerely,
[Your Name]
[Your Position]
[Your Contact Information]