

# Risk Assessment Submission

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

Dear [Recipient's Name],

I am writing to submit the risk assessment report for [Project/Activity Name]. The assessment was conducted on [Date of Assessment] and outlines the potential risks associated with [Brief Description of the Project/Activity].

Enclosed with this letter, you will find the detailed risk assessment document that includes:

- Identification of potential risks
- Assessment of the likelihood and impact of each risk
- Risk mitigation strategies
- Recommendations for monitoring and reviewing risks

Please review the attached document at your earliest convenience. I am available to discuss any questions or concerns you may have regarding the contents of the assessment.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization]

[Your Email]

[Your Phone Number]