

# Meeting Invitation for Risk Assessment

Dear [Subcontractor's Name],

We would like to invite you to a Risk Assessment meeting scheduled for:

**Date:** [Insert Date]

**Time:** [Insert Time]

**Location:** [Insert Location]

The purpose of this meeting is to review potential risks associated with our ongoing project and discuss mitigation strategies. Your input is invaluable to ensure a safe and successful collaboration.

Please confirm your attendance by [Insert Deadline]. If you have any questions, feel free to reach out to us.

Looking forward to your prompt response.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]