

# Operational Risk Assessment for Business Continuity Planning

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Operational Risk Assessment for Business Continuity Planning

Dear [Recipient Name],

We are conducting an operational risk assessment to enhance our business continuity planning. This initiative aims to identify potential risks that could disrupt our operations and evaluate the effectiveness of our current strategies for mitigation.

As part of this process, we will focus on the following key areas:

- Identification of critical business functions
- Assessment of internal and external risks
- Evaluation of recovery strategies
- Development of risk mitigation plans

Your insight and expertise are invaluable to this assessment. Please provide any relevant data or experiences that can aid our analysis by [Insert Deadline].

Thank you for your cooperation and support in this important effort.

Best regards,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]