

# Operational Risk Assessment for Financial Reporting

Date: [Insert Date]

To: [Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

Dear [Recipient Name],

Subject: Operational Risk Assessment for Financial Reporting

We are conducting our annual operational risk assessment to ensure the integrity of our financial reporting processes. As part of this evaluation, we aim to identify, assess, and mitigate any potential operational risks that may impact the accuracy and reliability of our financial reports.

Our assessment includes, but is not limited to:

- Review of existing policies and procedures
- Identification of key operational risk areas
- Evaluation of internal controls
- Assessment of compliance with regulatory requirements

We kindly request your cooperation in providing the necessary information and supporting documentation to facilitate this process. Additionally, please inform us of any operational issues you have encountered that may have affected the financial reporting process.

We appreciate your prompt attention to this matter and look forward to your response by [Insert Response Deadline]. Should you have any questions or require further clarification, please do not hesitate to reach out.

Thank you for your support.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]