

Operational Risk Assessment Letter

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Operational Risk Assessment for Internal Audit Purposes

Dear [Recipient Name],

As part of our commitment to ensuring effective risk management within the organization, we are conducting an operational risk assessment. This assessment is crucial for identifying, evaluating, and mitigating risks that could impact our operations and objectives.

Please find below the details of the operational risk assessment:

Assessment Scope

- Department/Unit: [Insert Department/Unit]
- Assessment Period: [Insert Assessment Period]
- Key Risks to be Evaluated: [List Key Risks]

Objectives

- To identify operational risks affecting the department.
- To assess the effectiveness of existing controls.
- To provide recommendations for risk mitigation.

Required Resources

We would appreciate your cooperation in providing the necessary data and documentation for the assessment. This will include:

- Operational process documentation
- Risk management policies
- Previous audit reports

Timeline

The assessment is expected to take place from [Start Date] to [End Date]. We appreciate your timely support throughout this process.

Should you have any questions or require further information, please do not hesitate to reach out.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]