Operational Risk Assessment for IT Systems Review

Date: [Insert Date]

To: [Recipient Name]
[Recipient Title]
[Company Name]
[Company Address]

Dear [Recipient Name],

Subject: Operational Risk Assessment for IT Systems Review

As part of our ongoing commitment to ensure the effectiveness and security of our IT systems, we are conducting an operational risk assessment. This assessment aims to identify, evaluate, and mitigate potential risks that may impact our IT infrastructure and operations.

The operational risk assessment will include the following key activities:

- Identification of critical IT systems and their functions
- Evaluation of vulnerabilities and threats
- Assessment of current controls and mitigation strategies
- Recommendations for improvement

We would like to schedule a meeting with your team to discuss the assessment process and gather any relevant information regarding your systems. Please let us know your availability for the following dates:

- [Proposed Date 1]
- [Proposed Date 2]
- [Proposed Date 3]

Your input is vital for a comprehensive assessment and we appreciate your cooperation in this matter. If you have any questions, please do not hesitate to reach out.

Thank you for your attention to this important initiative.

Sincerely,

[Your Name]
[Your Title]
[Your Company]

[Your Email]
[Your Phone Number]