

Operational Risk Assessment for Strategic Planning Workshops

Date: [Insert Date]

To: [Recipient Name]

Title: [Recipient Title]

Company: [Recipient Company]

Address: [Recipient Address]

Dear [Recipient Name],

As part of our ongoing efforts to ensure effective strategic planning and management within our organization, we are conducting an operational risk assessment in preparation for the upcoming strategic planning workshops scheduled for [Insert Date of Workshops]. This assessment aims to identify, evaluate, and mitigate potential risks that may impact the execution of our strategic objectives.

We kindly request your input and participation in this process. Specifically, we would like you to:

- Identify key operational risks currently facing your department.
- Evaluate the potential impact of these risks on strategic initiatives.
- Suggest mitigation strategies for the identified risks.

Please submit your findings to us by [Insert Deadline]. Your insights will be invaluable in shaping our discussions during the workshops and ensuring that we have a comprehensive understanding of the operational landscape.

Thank you for your cooperation and support. We look forward to your valuable contributions.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]