

Operational Risk Assessment Update

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Update on Operational Risk Assessment

Dear [Recipient's Name],

I hope this message finds you well. I am writing to provide you with an update on the operational risk assessment that was conducted on [Date of Last Assessment]. This assessment is crucial for our ongoing risk management efforts and compliance requirements.

Key Findings

- Identified risks include: [List of key risks]
- Current risk ratings: [Explanation of risk ratings]
- Mitigation actions taken: [List of actions]

Next Steps

Moving forward, we recommend the following actions:

1. [Action 1]
2. [Action 2]
3. [Action 3]

We will continue to monitor these risks closely and provide further updates as necessary. Please feel free to reach out if you have any questions or require additional information.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]