

# Letter Template for Communication of Legal Exposure Risks

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Communication of Legal Exposure Risks

I am writing to bring to your attention certain legal exposure risks that have been identified in relation to [specific project, activity, or situation]. It is imperative that we address these risks promptly to mitigate potential legal liabilities.

- Risk Identification:** [Briefly describe the specific legal risks identified, including relevant laws or regulations.]
- Potential Impact:** [Discuss the potential consequences of these risks on the organization, both financially and reputationally.]
- Recommendations:** [Provide recommendations for addressing these risks, including any immediate actions that should be taken and a proposed plan for ongoing risk management.]

I suggest we convene a meeting to further discuss these issues and develop a comprehensive strategy to address the identified risks. Please let me know your availability for this meeting.

Thank you for your attention to this important matter. I look forward to your response.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization]

[Your Contact Information]