

# Project Risk Identification Findings

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Findings from Project Risk Identification

Dear [Recipient Name],

As part of our ongoing risk management process for the [Project Name], we have conducted a risk identification session on [Insert Date]. The following are the key findings:

## Summary of Risks Identified

- **Risk 1:** [Description of Risk 1]
- **Risk 2:** [Description of Risk 2]
- **Risk 3:** [Description of Risk 3]

## Impact Assessment

The identified risks were assessed based on their potential impact on the project's objectives:

- **High Impact:** [List any high impact risks]
- **Medium Impact:** [List any medium impact risks]
- **Low Impact:** [List any low impact risks]

## Next Steps

We recommend the following actions to mitigate the identified risks:

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

We appreciate your attention to these findings and look forward to discussing our next steps during the upcoming project meeting.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]