

Project Risk Review Summary

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Project Risk Review Summary for [Project Name]

Project Overview

[Brief description of the project and its objectives.]

Risk Summary

Risk ID	Description	Impact	Likelihood	Mitigation Plan
1	[Risk Description]	[High/Medium/Low]	[High/Medium/Low]	[Mitigation Strategy]
2	[Risk Description]	[High/Medium/Low]	[High/Medium/Low]	[Mitigation Strategy]

Next Steps

[Outline the proposed actions and follow-up activities regarding risk management.]

Conclusion

[Summarize the key points and emphasize the importance of continued risk monitoring.]

Thank you,

[Your Name]

[Your Position]

[Your Contact Information]