

# Business Continuity Risk Assessment

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Business Continuity Risk Assessment

## Introduction

This letter serves as a template for conducting a Business Continuity Risk Assessment. The purpose of this assessment is to identify risks that could impact our business operations and to develop strategies to ensure continuity.

## Scope of Assessment

The assessment will cover the following areas:

- Critical business functions
- Potential risks and threats
- Impact analysis
- Response strategies

## Assessment Methodology

The assessment will be conducted through the following steps:

1. Identify key business functions
2. Evaluate potential risks and threats
3. Conduct impact analysis
4. Develop response and recovery strategies

## Next Steps

Please provide your input on the identified risks and any additional insights you may have. A follow-up meeting will be scheduled to discuss the findings and recommendations.

## Conclusion

Your collaboration in this assessment is crucial to enhance our business resilience. Thank you for your attention to this important matter.

Best regards,

[Your Name]  
[Your Position]  
[Your Company]