

Business Continuity Plan Risk Assessment Results

Date: [Insert Date]

From: [Your Name]

To: [Recipient Name]

Subject: Business Continuity Plan Risk Assessment Results

Dear [Recipient Name],

We have completed the risk assessment for our Business Continuity Plan (BCP) as outlined in our project timeline. The purpose of this assessment was to identify potential risks that could disrupt business operations and to evaluate our preparedness to manage these risks.

Key Findings

- **Risk Category 1:** Description and impact assessment.
- **Risk Category 2:** Description and impact assessment.
- **Risk Category 3:** Description and impact assessment.

Recommendations

Based on the assessment, we recommend the following actions to mitigate identified risks:

- Action Item 1: Details.
- Action Item 2: Details.
- Action Item 3: Details.

Attached to this letter are the detailed risk assessment results and mitigation plan for your review. We suggest scheduling a meeting to discuss these findings and our next steps.

Thank you for your attention to this important matter. Please feel free to reach out if you have any questions or need further information.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]