

Risk Assessment Findings Summary

[Your Company Name]

[Your Address]

[City, State, Zip]

[Email Address]

[Phone Number]

Date: [Insert Date]

To: [Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Address]

[City, State, Zip]

Subject: Summary of Risk Assessment Findings

Dear [Recipient Name],

We are pleased to present you with the summary of the findings from our recent risk assessment conducted on [insert date of assessment]. The objective of this assessment was to identify potential risks and vulnerabilities associated with [insert specific project or area assessed].

Key Findings:

- **Risk 1:** [Brief description of risk]
- **Risk 2:** [Brief description of risk]
- **Risk 3:** [Brief description of risk]

Recommendations:

1. [Recommendation for mitigating Risk 1]
2. [Recommendation for mitigating Risk 2]
3. [Recommendation for mitigating Risk 3]

We recommend that your team reviews these findings and implements the suggested actions to mitigate the identified risks. We are available to discuss these findings further and provide additional support as needed.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]