

Risk Assessment for New Project

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Risk Assessment for [Project Name]

Introduction

This letter serves to outline the risk assessment conducted for the [Project Name], which is scheduled to commence on [Start Date]. The purpose of this assessment is to identify potential risks and develop strategies for their mitigation.

Identified Risks

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

Risk Mitigation Strategies

- **Mitigation for Risk 1:** [Mitigation Strategy]
- **Mitigation for Risk 2:** [Mitigation Strategy]
- **Mitigation for Risk 3:** [Mitigation Strategy]

Conclusion

The risks associated with [Project Name] have been analyzed, and appropriate mitigation strategies will be implemented to ensure project success. Please review the enclosed assessment and provide your feedback.

Thank you for your attention to this important matter.

Sincerely,
[Your Name]
[Your Position]
[Your Company]