

# Supply Chain Risk Identification

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Address]

[City, State, ZIP Code]

Email: [Your Email]

Phone: [Your Phone Number]

To: [Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Supply Chain Risk Identification

I am writing to inform you of important findings regarding potential risks within our supply chain that may impact our operations and overall business objectives.

After conducting a thorough assessment, we have identified the following key risks:

- Risk 1: [Description]
- Risk 2: [Description]

- Risk 3: [Description]

We recommend scheduling a meeting to discuss these risks further and to develop appropriate mitigation strategies. Please let me know your available times.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]