

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Technology Risk Assessment for Hardware Upgrades

Dear [Recipient's Name],

We are writing to formally assess the technology risks associated with the proposed hardware upgrades for [Project/Department Name]. This assessment aims to identify potential vulnerabilities and the impact these upgrades may have on our existing systems.

Overview of Proposed Upgrades:

- [Upgrade Description 1]
- [Upgrade Description 2]
- [Upgrade Description 3]

Risk Assessment:

1. **Risk Category 1:** [Description and impact]
2. **Risk Category 2:** [Description and impact]
3. **Risk Category 3:** [Description and impact]

Recommendations:

- [Recommendation 1]
- [Recommendation 2]
- [Recommendation 3]

We recommend reviewing the attached detailed risk assessment report for further insights. Your feedback on this matter will be highly appreciated.

Thank you for your attention to this important assessment.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]