

Project Assessment Follow-up: Risk Assessment

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Follow-up on Risk Assessment for [Project Name]

Dear [Recipient Name],

I hope this message finds you well. I am writing to follow up on the recent project assessment conducted for [Project Name]. As part of our ongoing efforts to ensure the success of the project, it is vital that we address the identified risks and develop a proactive approach to mitigate them.

During our previous assessment, we identified several key risks, including:

- [Risk 1 Description]
- [Risk 2 Description]
- [Risk 3 Description]

Please review the attached risk assessment report which outlines the potential impacts and suggested mitigation strategies. I would appreciate your feedback on the proposed actions and if there are any additional risks you believe we should address.

Let us schedule a follow-up meeting to discuss this further. Please let me know your available times next week so that we can arrange a suitable time.

Thank you for your attention to this important matter. I look forward to your response.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]