

# Preliminary Risk Audit Results

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Preliminary Results of the Risk Audit

Dear [Recipient Name],

We are pleased to present the preliminary results of the risk audit conducted on [Insert Date of Audit]. The purpose of this audit was to identify and assess the potential risks that could impact [Insert Organization/Project Name].

## Key Findings

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

## Recommendations

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

We recommend conducting a follow-up meeting to discuss these preliminary findings and to outline the next steps. Please let us know your availability for a discussion in the coming weeks.

Thank you for your attention to this important matter.

Sincerely,

[Your Signature]

[Your Title]

[Your Organization]

[Your Contact Information]