

Risk Assessment Letter

Date: [Insert Date]

To: [Recipient Name]

Title: [Recipient Title]

Company: [Recipient Company]

Address: [Recipient Address]

Dear [Recipient Name],

As part of our audit methodology, we conduct a risk assessment to identify and evaluate the potential risks that may impact the accuracy and integrity of financial reporting. This letter outlines the key components of our risk assessment process and your role in this important phase.

1. Objectives of Risk Assessment

Our objective is to gather information to assess the risks of material misstatement, whether due to fraud or error. This will help us design appropriate audit procedures.

2. Key Areas of Focus

- Understanding the entity and its environment
- Identifying significant risks in financial reporting
- Evaluating internal controls related to these risks

3. Information Required

To facilitate this assessment, we kindly request the following:

- [List required information/documents]
- [List required information/documents]
- [List required information/documents]

4. Timeline

We expect to complete the risk assessment by [insert date]. Your cooperation in providing the requested information by [insert deadline] would be greatly appreciated.

Thank you for your attention to this matter. We look forward to your prompt response and to working together to ensure a successful audit process.

Best regards,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]