

Notification of Identified Project Risks

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Notification of Identified Project Risks

Dear [Recipient Name],

I hope this message finds you well. As part of our ongoing project assessment, we have identified several risks that could potentially impact the successful completion of [Project Name]. It is crucial to address these risks proactively to mitigate any adverse effects on the project timeline and deliverables.

Identified Risks:

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

Proposed Mitigation Strategies:

- **Mitigation for Risk 1:** [Strategy for Risk 1]
- **Mitigation for Risk 2:** [Strategy for Risk 2]
- **Mitigation for Risk 3:** [Strategy for Risk 3]

We recommend scheduling a meeting to discuss these risks and our proposed strategies in further detail. Please let me know your availability, and I will do my best to accommodate your schedule.

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

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]