

Project Risk Exposure Communication

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Communication of Project Risk Exposure

Dear [Recipient Name],

I am writing to inform you about certain risks that have been identified related to our current project, [Project Name]. Based on our latest assessment, we have identified the following key risk exposures:

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

To mitigate these risks, we recommend the following actions:

- **Mitigation Action 1:** [Description]
- **Mitigation Action 2:** [Description]
- **Mitigation Action 3:** [Description]

Please review these risks and proposed actions at your earliest convenience. Your feedback and input would be greatly appreciated to align on the best course of action moving forward.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]