

Project Risk Exposure Notification

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Project Risk Exposure Notification for [Project Name]

Dear [Recipient Name],

I am writing to inform you about the risk exposure concerning the [Project Name]. After a thorough analysis conducted on [Insert Date], we have identified several potential risks that could impact the project timeline, budget, and overall success.

Identified Risks:

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

Potential Impact:

[Description of potential consequences and impact on the project]

Proposed Mitigation Strategies:

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

We recommend scheduling a meeting to discuss these risks further and the necessary actions we can take to mitigate them. Please let me know your availability for a meeting during this week.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]