

# Risk Assessment Notification

Date: [Insert Date]

To: [Recipient's Name]

Position: [Recipient's Position]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

We are writing to inform you about our upcoming risk assessment scheduled on [Insert Date of Assessment]. This assessment aims to identify and evaluate potential risks associated with [Brief Description of the Project/Task].

The assessment will include a thorough analysis of the following:

- [Risk Factor 1]
- [Risk Factor 2]
- [Risk Factor 3]

Please ensure all relevant documentation and personnel are available for this assessment. Your cooperation in this matter is highly appreciated.

Should you have any questions or require further information, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]