

# Partnership Risk Responsibility Matrix

Date: [Insert Date]

To: [Partner Name]

From: [Your Name]

Subject: Partnership Risk Responsibility Matrix

## Introduction

This letter outlines the responsibilities and risks associated with our partnership as per the agreed terms.

## Risk Responsibility Matrix

Risk	Responsible Party	Probability	Impact	Mitigation Strategy
Risk 1 Description	[Your Company]	[Low/Medium/High]	[Low/Medium/High]	[Mitigation Strategy]
Risk 2 Description	[Partner Company]	[Low/Medium/High]	[Low/Medium/High]	[Mitigation Strategy]
Risk 3 Description	[Both Parties]	[Low/Medium/High]	[Low/Medium/High]	[Mitigation Strategy]

## Conclusion

We look forward to your feedback on the proposed risk responsibilities and strategies. Please feel free to contact us for any further clarifications.

Best regards,

[Your Name]

[Your Position]

[Your Company]