

Business Continuity Risk Assessment

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

To: [Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Company Address]

[City, State, Zip Code]

Subject: Business Continuity Risk Assessment

Dear [Recipient's Name],

We are committed to maintaining a robust business continuity plan to ensure the ongoing operations and resilience of [Your Company Name]. As part of our strategy, we have conducted a thorough risk assessment to identify potential threats and their impact on our business continuity.

Executive Summary

The following outlines the key findings from our risk assessment:

- Identification of critical business functions
- Assessment of potential risks, including natural disasters, IT disruptions, and supply chain vulnerabilities
- Prioritization of risks based on likelihood and impact
- Recommendations for mitigation strategies

Next Steps

Moving forward, we propose to convene a meeting to discuss the findings in detail and develop a comprehensive action plan. Please let us know your availability for the week of [Proposed Date].

Thank you for your attention to this important matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]