

# Project Risk Assessment Communication

Date: [Insert Date]

To: [Stakeholder Name]

From: [Your Name]

Subject: Project Risk Assessment Findings

Dear [Stakeholder Name],

I hope this message finds you well. As part of our ongoing project management process, we have conducted a thorough risk assessment for the [Project Name]. This assessment aims to identify potential risks that could impact the project timeline, budget, and overall objectives.

## Identified Risks

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

## Proposed Mitigation Strategies

- Mitigation for Risk 1: [Strategy]
- Mitigation for Risk 2: [Strategy]
- Mitigation for Risk 3: [Strategy]

We believe that open communication is vital for the success of our project, and we encourage you to share any thoughts or concerns regarding these risks and proposed strategies. Your insights are invaluable as we work together to ensure the project's success.

Thank you for your attention to this matter. We look forward to your feedback.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]