

[Date]

[Recipient Name]

[Recipient Title]

[Department/Organization Name]

[Address Line 1]

[Address Line 2]

Subject: Acknowledgment of Material Risk Identification

Dear [Recipient Name],

This letter serves as formal acknowledgment of the material risk identified and reported on [Date] regarding [Project Name/Business Operation Reference].

We confirm that the following risk has been officially recorded in our risk management registry:

- **Risk ID:** [Reference Number]
- **Description:** [Brief description of the material risk]
- **Potential Impact:** [Financial/Operational/Regulatory impact]

I acknowledge my understanding of the implications of this risk and confirm that the proposed mitigation strategies and contingency plans have been reviewed. Management is committed to allocating the necessary resources to monitor and address this risk according to our established risk appetite and internal policies.

The designated Risk Owner, [Name of Owner], will provide regular updates on the status of mitigation efforts and any changes in the risk profile.

Please sign and return a copy of this letter to confirm receipt and agreement with the identified risk profile.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]

Acknowledgment of Receipt

I hereby acknowledge receipt of this notification and confirm the assessment of the material risk described above.

Signature: _____ Date: _____