

Date: [Insert Date]

To: [Recipient Name/Board of Directors]

From: [Your Name/Department]

Subject: Cybersecurity Risk Assessment and Mitigation Management Letter

Dear [Recipient Name],

This letter provides a summary of the recently completed Cybersecurity Risk Assessment for [Company Name]. The objective of this assessment was to identify potential vulnerabilities, evaluate current security controls, and establish a plan for risk mitigation.

1. Executive Summary

[Briefly describe the overall security posture and the primary goal of the assessment.]

2. Identified High-Priority Risks

- **Risk Item 1:** [Description of vulnerability and potential impact]
- **Risk Item 2:** [Description of vulnerability and potential impact]
- **Risk Item 3:** [Description of vulnerability and potential impact]

3. Mitigation and Management Plan

To address the identified risks, the following actions are recommended or currently underway:

Risk Identified	Mitigation Strategy	Timeline	Owner
[Risk Name]	[Proposed Solution]	[Target Date]	[Department]

4. Resource Requirements

Successful implementation of these security measures requires the following allocations:

- Budget: [Amount] for [Software/Hardware/Consulting]
- Staffing: [Number of hours or specific personnel required]

5. Conclusion

Proactive management of these risks is essential to protecting [Company Name]'s data integrity and operational continuity. We request your review and approval of the mitigation strategies outlined above.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]