[Date]

[Client Name]
[Client Address]
[City, State, Zip Code]

RE: Risk Exposure Identification and Comprehensive Coverage Gap Analysis

Dear [Client Name],

Enclosed please find the Risk Exposure Identification Letter and Comprehensive Coverage Gap Analysis Report prepared for [Company Name]. The purpose of this assessment is to evaluate your current insurance portfolio against your unique operational risks and to identify areas where your business may be vulnerable to financial loss.

Our analysis indicates several critical areas where current policy limits or terms may not provide adequate protection. We recommend a formal review of these findings to prioritize mitigation strategies and insurance restructuring.

Sincerely,

[Your Name]
[Your Title]
[Your Organization]

Comprehensive Coverage Gap Analysis Report

1. Executive Summary

[Briefly summarize the overall health of the current insurance program and the most urgent risks identified.]

2. Identified Risk Exposures

Based on our operational audit, the following risks have been identified:

- **Operational Risks:** [e.g., Supply chain interruption, equipment failure]
- **Liability Risks:** [e.g., Professional errors, cyber data breaches]
- **Asset Risks:** [e.g., Undervalued property, transit losses]
- **Regulatory Risks:** [e.g., Non-compliance with statutory workers' compensation]

3. Coverage Gap Matrix

Identified Risk	Current Coverage Status	Identified Gap	Priority Level
[Risk Name]	[Existing Policy/Limit]	[Description of Gap]	[High/Med/Low]
[Risk Name]	[Existing Policy/Limit]	[Description of Gap]	[High/Med/Low]

4. Detailed Analysis of Deficiencies

Gap A: [Topic Name]
Current policies contain exclusions for [Specific Exclusion]. This leaves the organization exposed to [Dollar Amount] in potential out-of-pocket losses.

Gap B: [Topic Name]
Current limits of [Limit Amount] are inconsistent with industry benchmarks for companies of similar size and revenue.

5. Recommended Action Plan

1. [Recommendation 1: e.g., Increase Umbrella Liability limits to $X million]
2. [Recommendation 2: e.g., Add Cyber Privacy Endorsement to existing E&O policy]
3. [Recommendation 3: e.g., Conduct a formal property appraisal to update Replacement Cost values]

6. Disclaimer

This report is based on information provided by the client. It is a tool for risk management and does not guarantee that all possible risks have been identified or that all losses will be covered by insurance.