

# Board of Directors

Date: [Insert Date]

[Insert Company Name]

[Insert Company Address]

## To Whom It May Concern,

We are writing to formally announce the formation of a special committee by the Board of Directors of [Insert Company Name]. This decision comes in response to [briefly explain the reason for forming the committee, e.g., new regulatory requirements, strategic initiatives, etc.].

The special committee will be responsible for [outline the purpose and scope of the committee's work]. The committee will consist of the following members:

- [Member Name 1], [Title]
- [Member Name 2], [Title]
- [Member Name 3], [Title]

The committee is expected to convene regularly and will report directly to the Board of Directors with findings and recommendations. We believe that the work of this committee will be instrumental in [insert anticipated outcomes or benefits].

Should you have any questions or require further information regarding this formation, please do not hesitate to contact [insert contact information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Insert Company Name]