

# Charity Compliance Inquiry

[Your Name]

[Your Position]

[Your Organization]

[Your Organization Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Organization]

[Recipient Organization Address]

[City, State, Zip Code]

## **Subject: Inquiry Regarding Governance Practices**

Dear [Recipient Name],

I hope this message finds you well. I am writing to inquire about your organization's governance practices as part of our ongoing commitment to ensuring compliance with charity regulations and best practices.

Specifically, we would like to obtain information on the following:

- Board composition and diversity
- Decision-making processes
- Conflict of interest policies
- Financial oversight measures
- Performance evaluation of board members

Understanding these governance practices will help us assess any potential areas for improvement and ensure alignment with regulatory requirements.

We appreciate your cooperation and look forward to your response by [response deadline]. Please feel free to contact me directly at [your phone number] or [your email address] if you have any questions.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]