

Code of Conduct Assessment Request

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Recipient's Organization]

[Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an assessment of our current Code of Conduct. As part of our commitment to maintaining high ethical standards and fostering a positive workplace culture, it is essential for us to regularly evaluate and update our policies.

Your expertise in this area would be invaluable to ensure that our Code of Conduct aligns with best practices and effectively addresses our organizational needs. We would appreciate it if you could review our existing code and provide feedback on any necessary changes or enhancements.

We are looking to conduct this assessment by [insert deadline], if possible. Please let us know your availability so we can arrange a meeting to discuss this further.

Thank you for considering our request. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]