

Annual Governance Review

Date: [Insert Date]

To: [Board Member's Name]

[Board Member's Address]

Dear [Board Member's Name],

As part of our commitment to maintaining high standards of governance, we are conducting our annual governance review. This process is essential to ensure we are aligned with best practices and regulatory requirements.

We kindly request your participation in this review by providing your insights and feedback on the following areas:

- Board Composition
- Board Effectiveness
- Compliance and Risk Management
- Strategic Direction
- Stakeholder Engagement

We value your input and believe it is crucial for enhancing our governance framework. Please complete the attached questionnaire by [Insert Deadline]. Your responses will be reviewed in the board meeting scheduled for [Insert Meeting Date].

Thank you for your continued dedication to our organization.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]