

Governance Assessment Letter

Date: _____

To: [Board Director's Name]

[Title]

[Company Name]

[Company Address]

Dear [Board Director's Name],

As part of our ongoing commitment to enhancing governance practices within [Company Name], we are conducting a governance assessment aimed at identifying areas of strength and opportunities for improvement. Your role as a board director is critical in this process.

We kindly ask you to participate in this assessment by providing your insights on the following areas:

- Overall board effectiveness
- Strategic direction and oversight
- Risk management and compliance
- Stakeholder engagement
- Board diversity and inclusion

Please find attached a detailed questionnaire that we would appreciate your completion by [Deadline Date]. Your feedback will remain confidential and will be instrumental in shaping our governance framework.

Thank you for your cooperation and commitment to improving our governance structure.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]