

# Audit Committee Assessment Letter

Date: [Insert Date]

To: [Board of Directors/Specific Director's Name]

[Company Name]

[Company Address]

Dear [Board of Directors/Specific Director's Name],

As part of our ongoing commitment to ensure the effectiveness and integrity of our governance processes, the Audit Committee has conducted an assessment of each board member's performance and contributions during the past year.

The assessment process included a thorough review of:

- Attendance and participation in meetings
- Contributions to discussions and decision-making
- Understanding of financial statements and risk management
- Upholding the values and ethical standards of [Company Name]

Based on our findings, we would like to commend you for your valuable contributions and commitment. We have identified the following strengths:

- [Strength 1]
- [Strength 2]
- [Strength 3]

Additionally, we encourage you to consider the following areas for development:

- [Area for Improvement 1]
- [Area for Improvement 2]
- [Area for Improvement 3]

We appreciate your dedication to [Company Name] and look forward to your continued contributions to our board.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

Audit Committee Chair