

Effectiveness Review for Board Directors

Date: [Insert Date]

To: [Board Director's Name]
[Board Director's Position]
[Company Name]
[Company Address]

Dear [Board Director's Name],

As part of our ongoing commitment to evaluate and enhance the effectiveness of the Board in overseeing operations at [Company Name], we are conducting a comprehensive review of each board director's contributions and performance.

This review will focus on various aspects, including:

- Understanding of the company's operational strategy
- Participation in board meetings and committees
- Collaboration with executive management
- Input towards operational improvements and innovations

We kindly request that you reflect on your experiences and provide insights on the aforementioned areas by [Insert Due Date]. Your feedback will serve as a valuable contribution to enhancing our operational oversight.

Thank you for your commitment and service on the board. If you have any questions or require further information, please feel free to reach out.

Sincerely,

[Your Name]
[Your Position]
[Company Name]
[Contact Information]