

# Corporate Governance Evaluation Letter

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Dear [Vendor Contact Name],

As part of our commitment to maintaining the highest standards of corporate governance, we are conducting an evaluation of our vendors to ensure alignment with our values and expectations. This evaluation will help us assess the governance practices employed by your organization.

## Evaluation Criteria

1. **Board Composition:** Evaluation of the diversity, independence, and qualifications of the board members.
2. **Ethical Standards:** Assessment of the vendor's code of conduct and ethics policies.
3. **Transparency:** Examination of your reporting practices and the availability of information to stakeholders.
4. **Risk Management:** Evaluation of the processes in place for identifying and managing risks.
5. **Compliance:** Review of adherence to relevant laws and regulations.

Please provide supporting documentation and any additional information that addresses the criteria outlined above. We kindly request your response by [Insert Deadline].

Thank you for your cooperation. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]