

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

Dear [Recipient's Name],

Subject: Inquiry Regarding Corporate Ethics Concerns

As part of the Corporate Ethics Committee's commitment to fostering a culture of integrity and ethical decision-making within [Company Name], we are reaching out to address specific concerns related to [briefly state the issue or concern].

We kindly request your cooperation in providing details regarding this matter. Specifically, we would appreciate your insights on the following:

- [Question 1]
- [Question 2]
- [Question 3]

Your responses will be treated with the utmost confidentiality and will aid the Committee in conducting a thorough review. We believe that transparent dialogue is crucial for resolving ethical issues effectively and maintaining our organizational values.

Please submit your feedback by [insert deadline], and feel free to reach out to us at [contact information] should you have any questions or require further clarification.

Thank you for your attention and cooperation in this important matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]