

Dear Board of Directors,

We are writing to formally initiate the review of our current ethical guidelines as outlined in our corporate governance framework. The purpose of this review is to ensure that our practices align with industry standards and reflect our commitment to integrity and accountability.

As part of this process, we propose the following steps:

- Assessment of existing guidelines
- Consultation with key stakeholders
- Benchmarking against best practices
- Drafting recommendations for revisions

We aim to complete this review by **[insert date]** and will present our findings and recommendations at the next board meeting. Your input and guidance throughout this process will be invaluable.

Thank you for your commitment to upholding our ethical standards.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]