

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to inform you that our Board of Directors has reviewed and updated our Corporate Governance Guidelines. These guidelines are essential for maintaining the highest standards of corporate governance and ensuring transparency and accountability within our organization.

The key updates include:

- Enhanced disclosure practices.
- Strengthening the independence of board members.
- Updated guidelines on conflict of interest.
- Incorporation of best practices in risk management.

The updated guidelines are effective as of [Effective Date] and can be accessed on our company website at [Website Link]. We encourage you to review the changes and provide any feedback you may have.

Thank you for your continued support and commitment to our corporate governance standards.

Best regards,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]