

Corporate Governance Policy Review

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Company's Name]

[Company's Address]

Dear [Recipient's Name],

We are writing to inform you of the scheduled review of our Corporate Governance Policy, which will take place on [Insert Review Date]. As part of our commitment to maintaining the highest standards of governance and compliance, we believe it is essential to regularly evaluate and update our policies to align with current regulations and best practices.

The key areas of focus for this review will include:

- Assessment of board structure and responsibilities
- Evaluation of risk management frameworks
- Review of compliance and ethical guidelines
- Stakeholder engagement strategies

We encourage all relevant parties to provide input and feedback during this process. Please feel free to reach out to [Contact Person] at [Contact Email] should you have any questions or require further information.

We appreciate your attention to this important matter and look forward to your valuable contributions.

Best regards,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]