

Letter of Apology to the Board of Directors

Date: [Insert Date]

To: The Board of Directors

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear Members of the Board,

I hope this message finds you well. I am writing to formally address the recent governance issues that have come to light within our organization. I acknowledge the concerns raised by the board and take full responsibility for the oversight that has occurred.

It is important to me that I express my sincere apologies for any disruptions this may have caused to our operations and the trust you have placed in me. I understand that effective governance is crucial to our success, and I regret that we fell short of the standards expected.

In response to these issues, I am committed to implementing a comprehensive review of our current governance practices. This will include seeking input from relevant stakeholders and making necessary adjustments to ensure we align with best practices and our organizational values.

Additionally, I will establish regular communication with the board to keep you informed of our progress and any new measures we decide to put in place. I value the commitment and insights each member brings to our board and understand the importance of accountability in our roles.

Thank you for your understanding and support as we work together to navigate through these challenges. I am dedicated to rectifying these issues and to restoring your confidence in our governance framework.

Warm regards,

[Your Name]

[Your Position]

[Company Name]