

# Organizational Governance Audit Notification

Date: [Insert Date]

[Recipient Name]

[Recipient Position]

[Organization Name]

[Organization Address]

Dear [Recipient Name],

We are writing to inform you that an organizational governance audit will be conducted at [Organization Name] starting on [Start Date]. This audit aims to assess the effectiveness of our governance practices and ensure compliance with applicable regulations and standards.

The audit will cover the following key areas:

- Board Structure and Responsibilities
- Risk Management Policies
- Decision-Making Processes
- Accountability and Ethical Standards
- Stakeholder Engagement and Communication

We request your cooperation and support during this process. Please ensure that all necessary documents and personnel are accessible to our audit team.

Thank you for your attention to this important matter. Should you have any questions or require further information, please do not hesitate to contact us.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]