

Letter of Corporate Governance Policy Update

Date: [Insert Date]

To: [Recipient Name]
[Recipient Title]
[Company Name]
[Company Address]

Dear [Recipient Name],

We are writing to inform you about an important update to our Corporate Governance Policy. As part of our commitment to maintaining the highest standards of integrity and compliance, we regularly review and revise our policies to reflect best practices and regulatory changes.

The revisions have been made to enhance transparency and strengthen our corporate governance framework. Key changes include:

- Updated roles and responsibilities of the Board of Directors
- Enhanced procedures for conflict of interest disclosure
- New guidelines for whistleblower protections

We believe these updates will not only support our ethical business practices but also enhance stakeholder confidence in our governance structure.

Please find the updated Corporate Governance Policy document attached for your review. We encourage you to familiarize yourself with these changes and disseminate this information within your respective teams.

Thank you for your continued support and cooperation.

Sincerely,

[Your Name]
[Your Title]
[Company Name]
[Contact Information]