

# Corporate Governance Risk Assessment

Date: [Insert Date]

To: [Insert Recipient's Name]

[Insert Recipient's Title]

[Insert Company Name]

[Insert Company Address]

Dear [Recipient's Name],

We are writing to inform you of the upcoming Corporate Governance Risk Assessment scheduled for [Insert Date]. This assessment aims to evaluate our current governance practices and identify potential risks that may impact our organization's performance and compliance.

Key objectives of the assessment include:

- Identifying governance structure weaknesses
- Assessing regulatory compliance risks
- Reviewing internal control effectiveness
- Recommending improvements for enhanced oversight

We appreciate your cooperation and support in this important endeavor. Please prepare any relevant documentation that may assist in the assessment process.

Thank you for your attention to this matter. Should you have any questions or need further information, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]