

Board Governance Assessment

Date: [Insert Date]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Address]

Dear [Recipient Name],

We are writing to conduct a comprehensive assessment of the governance practices currently in place at [Company/Organization Name]. As part of our ongoing commitment to effective governance, we aim to identify strengths and areas for improvement within our board structure and processes.

In order to facilitate this assessment, we kindly request your input in the following areas:

- Board composition and diversity
- Meeting effectiveness and procedures
- Strategic planning and oversight
- Risk management practices
- Stakeholder engagement and communication

We value your insights and appreciate your cooperation in this important process. Please complete the attached questionnaire and return it by [Insert Deadline]. The results will be analyzed, and a summary will be shared with all board members.

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

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization Name]

[Your Contact Information]