

Board Governance Audit Request

Date: [Insert Date]

To: [Recipient Name]

[Recipient Title]

[Organization Name]

[Organization Address]

Dear [Recipient Name],

We are writing to formally request the initiation of a board governance audit for [Organization Name]. This audit aims to assess the effectiveness and compliance of our governance processes in alignment with best practices.

The objectives of the audit include:

- Evaluating current governance policies and procedures
- Identifying areas for improvement
- Ensuring adherence to legal and regulatory requirements
- Providing recommendations for enhanced governance

We believe this audit will play a crucial role in strengthening our governance framework and enhancing our organizational efficiency.

Please confirm your acceptance of this request and provide us with a proposed timeline for the audit process.

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]