

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Address]

RE: Formal Legal Review of Recent Hostile Takeover Attempt

Dear [Recipient Name],

Following the conclusion of the recent unsolicited takeover bid by [Acquiring Entity Name], this letter serves to initiate a comprehensive legal review of the proceedings and the company's current defensive posture.

The objective of this review is to evaluate the following areas:

- **Regulatory Compliance:** Assessing all filings and disclosures made during the attempt to ensure full compliance with securities laws.
- **Board Conduct:** Documenting the fiduciary duties exercised by the Board of Directors throughout the evaluation of the bid.
- **Defensive Mechanisms:** Reviewing the effectiveness of existing "poison pills," shareholder rights plans, and bylaws in light of the attacker's tactics.
- **Litigation Audit:** Summarizing any outstanding or potential legal claims arising from the takeover attempt.

Please provide all internal communications, board minutes, and correspondence with the bidding party related to this matter to the legal department by [Deadline Date].

Once the review is complete, a formal report will be presented to the Board with recommendations for strengthening our corporate governance and response protocols for future contingencies.

Sincerely,

[Your Name]

[Your Title/General Counsel]

[Company Name]