

Date: [Insert Date]

To: [Recipient Name/Board of Directors]

Company: [Company Name]

Subject: Status Update: Outstanding Corporate Governance Diligence Items

Dear [Recipient Name],

This letter serves as a formal update regarding the status of the ongoing corporate governance diligence review for [Company Name].

While significant progress has been made, the following items remain outstanding and require immediate attention to ensure full regulatory and internal compliance:

- **Documentary Gaps:** [e.g., Missing minutes for Q3 Board Meeting]
- **Policy Updates:** [e.g., Pending revisions to the Code of Conduct]
- **Regulatory Filings:** [e.g., Outstanding Annual Return for fiscal year end]
- **Signature Requirements:** [e.g., Unsigned Director Consent forms]

To maintain the integrity of our governance framework, we request that the aforementioned items be addressed and submitted by [Insert Target Date].

Should you require clarification on any of the requirements listed above, please contact the [Legal/Compliance] department at [Phone Number/Email].

Sincerely,

[Your Name]

[Your Title/Role]

[Company Name]