

[Your Name/Committee Chair Name]  
[Title]  
[Organization Name]  
[Date]

[Recipient Name]  
[Title]  
[Address Line 1]  
[Address Line 2]

**Subject: Response Regarding Executive Compensation Inquiry**

Dear [Recipient Name],

On behalf of the Compensation Committee of the Board of Directors, I am writing to acknowledge and respond to your formal inquiry dated [Date of Inquiry] regarding [Subject, e.g., executive salary adjustments / bonus structures / equity grants].

The Committee has carefully reviewed the points raised in your correspondence. Following our most recent meeting on [Meeting Date], we would like to provide the following information:

[Insert specific response point 1: e.g., explanation of benchmarking data used]

[Insert specific response point 2: e.g., alignment with company performance metrics]

Please be assured that the Compensation Committee remains committed to a transparent and rigorous process designed to attract and retain leadership talent while remaining aligned with the long-term interests of our stakeholders and shareholders.

If you require further clarification or wish to schedule a follow-up discussion, please contact [Contact Person/Department] at [Phone Number/Email].

Sincerely,

[Signature]

[Printed Name]  
Chair, Compensation Committee  
[Organization Name]