

CEO or HR Representative Name  
Company  
Address  
Date

Dear <CEO or HR Representative>,

I value my position at <company name> and the important work we undertake. <Insert sentence about the mission of the company and why it is important to you>. In the <#> of <months/years> since I joined the firm, I appreciate its evolving commitment to diversity, equity, and inclusion.

At this time, I hope that we at <company name> can amplify our commitment to gender representation and parity at the executive level at our firm. Research shows that gender diversity at the executive level within firms increases productivity, profitability, and innovation.

**Currently, white women occupy 23% and women of color occupy 4% of executive roles in our industry\*.** While I am encouraged by the changes made within the last few decades to increase diversity, equity, and inclusion amongst executives, I believe <company name> can become a true champion of gender diversity by committing to meeting or surpassing the industry average in the next five years.

**My hope is that <company name> can commit to increasing our percentage of women in C-Suite and Board of Directors positions by at least 10% by 2030 with a stretch goal of at least 40% representation by 2040.** <in lieu of the comments above pose a question> What is <company>'s strategic plan to increase the number of women?

There are many actions that <company name> can take to meet this goal including:

- Increase the number of women in leadership training opportunities;
- Encourage current executives to sponsor women that exhibit strong leadership capabilities;
- Develop inclusion initiatives to ensure an environment that is collaborative, supportive and retains diverse talent;
- Insist on transparent actionable and measurable diversity policies to demonstrate the company's commitment to diversity; and
- Establish mentorship, sponsorship, and peer networks.

I would be honored to discuss and help execute any of the above suggestions. I hope that this letter fully communicates my commitment to both women in wealth and the success of <company name>.

Thank you for your time,

<sender name>

<sender address>