

Notice of Shareholder Meeting

Date: [Insert Date]

To: [Shareholder Name]

[Shareholder Address]

Dear [Shareholder Name],

We are writing to inform you of a forthcoming meeting of the Board of Directors and shareholders of [Company Name]. The meeting will be held on [Insert Date] at [Insert Time] at [Insert Location].

The primary purpose of this meeting will be to discuss the proposed merger between [Company Name] and [Partner Company Name]. We believe this merger will provide significant benefits to our shareholders and enhance our competitive position in the market.

Agenda Items:

- Overview of the proposed merger
- Financial implications
- Shareholder benefits and potential risks
- Voting on the merger agreement

Your participation in this meeting is crucial as we value your input and support. Please confirm your attendance by [RSVP Deadline].

Thank you for your attention to this important matter. We look forward to your valuable insights.

Sincerely,

[Your Name]

[Your Title]

[Company Name]