

Call to Order

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Location]

Dear Shareholders,

We hereby call the annual meeting of shareholders of [Company Name] to order. We appreciate your participation and support as we discuss important matters regarding our company.

Please ensure that you have your voting materials ready, as we will be voting on the following agenda items:

- [Agenda Item 1]
- [Agenda Item 2]
- [Agenda Item 3]

We look forward to a productive meeting.

Sincerely,

[Your Name]

[Your Title]

[Company Name]