

Shareholder Meeting Participation Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request my participation in the upcoming shareholder meeting scheduled for [Insert Meeting Date]. As a shareholder of [Company Name], I am eager to engage in the discussions and decisions that impact the future of our company.

Please let me know if there are any specific requirements or procedures I need to follow in order to ensure my attendance at the meeting.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Shareholder ID or Account Number]