

# Notice of Extraordinary Shareholder Meeting

Date: [Insert Date]

To: [Shareholder Name]

[Company Name]

[Company Address]

Dear [Shareholder Name],

We are pleased to inform you that an Extraordinary Meeting of Shareholders of [Company Name] will be held on [Meeting Date] at [Meeting Time]. The meeting will take place at [Meeting Location] or via [Virtual Platform Link].

The purpose of this meeting is to discuss and vote on the following agenda items:

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

Please ensure your presence at the meeting. If you are unable to attend, we encourage you to complete the proxy form enclosed and return it by [Proxy Submission Deadline].

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

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]