

Notice of Quarterly Shareholder Assembly

Date: [Insert Date]

Dear Shareholders,

We hereby notify you of the upcoming Quarterly Shareholder Assembly of [Company Name], which will be held on [Insert Date] at [Insert Time]. The assembly will take place at [Insert Location].

Agenda:

- Approval of the previous meeting minutes
- Financial report for the last quarter
- Discussion of future business strategies
- Shareholder questions and answers

We encourage all shareholders to attend and participate in discussions concerning the future of our company. If you are unable to attend, you may send your proxy vote using the enclosed form.

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]