

Reminder: Upcoming Shareholder Gathering

Dear Shareholder,

We would like to remind you of the upcoming shareholder gathering scheduled for **[Date]** at **[Time]**. The meeting will take place at **[Location]**.

Please find the agenda attached for your reference. We encourage your participation as we will discuss important matters regarding our company.

If you have any questions or need further information, please do not hesitate to contact us at **[Contact Information]**.

Thank you for your attention, and we look forward to seeing you soon.

Sincerely,

[Your Name]
[Your Position]
[Company Name]