

# Notification of Shareholder Meeting

Date: [Insert Date]

To: [Shareholder's Name]

Dear [Shareholder's Name],

We are pleased to inform you that the annual Shareholder Meeting of [Company Name] will be held on [Date] at [Time]. The meeting will take place at [Location/Virtual Platform].

## Agenda:

1. Call to Order
2. Approval of the Minutes from Last Meeting
3. Financial Report
4. Election of Board of Directors
5. Discussion of Dividend Distribution
6. Other Business
7. Adjournment

Please confirm your attendance by [RSVP Deadline]. Should you have any questions or need further information, do not hesitate to contact us.

We look forward to your participation.

Best regards,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]