

Dear Shareholders,

We hope this message finds you well. We are writing to update you on our company's dividend policy following our recent board meeting.

After careful consideration of our financial performance and future growth prospects, the board has decided to adjust our dividend policy to better align with our strategic goals. Effective immediately, the company will be implementing the following changes:

- The annual dividend payout ratio will be adjusted to **X%** from the previous **Y%**.
- The frequency of dividend payments will remain on a **quarterly** basis.
- We will continue to evaluate our dividend policy on an annual basis to ensure sustainability and growth.

Our commitment to returning value to our shareholders remains a top priority. We believe that these changes will enable us to reinvest in our business while maintaining a competitive dividend for our shareholders.

Thank you for your continued support and trust in our company.

Sincerely,
[Your Name]
[Your Title]
[Company Name]