

# Special Dividend Issuance Notification

Date: [Insert Date]

To: [Shareholder's Name]

[Shareholder's Address]

Dear [Shareholder's Name],

We are pleased to inform you that the Board of Directors of [Company Name] has declared a special dividend of [amount] per share, payable to shareholders of record as of [record date]. This decision reflects our strong financial position and commitment to returning value to our shareholders.

The special dividend will be paid on [payment date]. Shareholders will receive the dividend through their designated payment method, whether that be by check or direct deposit.

If you have any questions regarding this special dividend issuance, please do not hesitate to contact our investor relations team at [contact information].

Thank you for your continued support of [Company Name].

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]