

Proxy Notification and Instructions

Date: [Insert Date]

To: [Shareholder's Name]

[Shareholder's Address]

Dear [Shareholder's Name],

We are writing to inform you that the annual meeting of shareholders for [Company Name] will be held on [Date of Meeting] at [Time of Meeting] at [Location]. Your participation is important to us.

If you are unable to attend the meeting in person, you have the option to appoint a proxy to vote on your behalf. Please complete the following steps to ensure your proxy is valid:

1. Fill out the attached proxy form.
2. Sign and date the proxy form.
3. Return the completed proxy form by [Deadline for Submission], via [Mail/Fax/Email].

Should you have any questions, please feel free to contact us at [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Contact Information]

Enclosure: Proxy Form