

Shareholder Rights Clarification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to seek clarification regarding certain rights I hold as a shareholder of [Company Name].

It has come to my attention that there may be some confusion about the rights associated with my shares, particularly concerning [specific rights or issues, e.g., voting, dividends, etc.]. I would appreciate if you could provide detailed information on the following:

- [First point of clarification]
- [Second point of clarification]
- [Third point of clarification]

Understanding my rights as a shareholder is important to me, and I believe it will also benefit the company in fostering transparent communication.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Shareholder ID or Account Number, if applicable]