

# Shareholder Rights Disclosure

Date: [Insert Date]

[Shareholder's Name]  
[Shareholder's Address]  
[City, State, Zip Code]

Dear [Shareholder's Name],

We are writing to inform you of your rights as a shareholder of [Company Name] in accordance with applicable laws and the company's bylaws.

## 1. Right to Vote

## 2. Right to Information

You have the right to receive timely information about the company, including annual financial statements, reports, and disclosures relevant to your investment.

## 3. Right to Attend Meetings

Shareholders may attend the annual general meeting and any special meetings of the company. You will receive notices of these meetings with details on how to participate.

## 4. Right to Inspect Records

Under certain conditions, you have the right to inspect the company's records, including the minutes of shareholder meetings and the company's financial statements.

If you have any questions regarding your rights as a shareholder, please do not hesitate to contact us at [Company Contact Information].

We appreciate your continued support and investment in [Company Name].

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