

[Your Company's Letterhead]

[Date]

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

Dear [Shareholder's Name],

Thank you for your inquiry regarding your rights as a shareholder of [Company Name]. We appreciate your engagement and interest in the governance of our company.

As a shareholder, you have several important rights, including but not limited to:

- The right to receive dividends, when declared
- The right to vote on key matters affecting the company
- The right to attend and participate in shareholder meetings
- The right to access company financial information

If you have any specific questions or concerns about your rights or wish to discuss further, please feel free to contact us at [Contact Information]. We are committed to ensuring that you have all the information and support you need.

Thank you for being a valued shareholder of [Company Name].

Sincerely,

[Your Name] [Your Title] [Company Name] [Contact Information]