

Notification of Special Shareholder Meeting

Date: [Insert Date]

To: [Shareholder's Name]

Address: [Shareholder's Address]

Dear [Shareholder's Name],

We are writing to inform you that a Special Meeting of Shareholders of [Company Name] will be held on [Insert Date] at [Insert Time] at [Insert Location]. This meeting has been convened to address urgent matters that require your attention and input.

The agenda for this meeting will include:

- [Urgent Matter 1]
- [Urgent Matter 2]
- [Urgent Matter 3]

Your participation is crucial for the resolution of these matters. If you are unable to attend, please consider appointing a proxy to represent you at the meeting.

We look forward to your presence and valuable insights at this important meeting.

Best regards,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]