

Dear Shareholders,

We are pleased to announce that the Board of Directors of [Company Name] has approved a stock split of [ratio, e.g., 2-for-1] effective [effective date]. This decision has been made to enhance the liquidity of our shares and make them more accessible to a broader range of investors.

As a result of the stock split, your total number of shares will increase while the total value of your investment will remain unchanged. For example, if you owned [number of shares before split] shares prior to the split, you will own [number of shares after split] shares following the split.

Shareholders will receive additional information regarding how the stock split will be reflected in your accounts. Your new shares will be automatically reflected in your brokerage statements [or specify if action is needed].

We appreciate your continued support and confidence in [Company Name]. If you have any questions about the stock split, please do not hesitate to contact our Investor Relations Department at [contact information].

Thank you for being a valued shareholder.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[Phone Number]

[Email Address]