

Shareholder Request for Annual Reports

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I, [Your Name], a shareholder of [Company Name], am writing to formally request a copy of the annual reports for the past [number] years, specifically for the years [list years]. As a shareholder, it is important for me to review the performance and financial health of the company.

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

Sincerely,

[Your Name]

[Your Shareholder ID if applicable]