

Shareholder Request for Company Policies

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name or "Board of Directors"],

I am writing to you in my capacity as a shareholder of [Company Name] to formally request access to specific company policies that are vital for my understanding of the company's governance and operational strategies.

As a stakeholder in [Company Name], I believe that transparency in corporate policies is crucial for the trust and confidence of investors like myself. Therefore, I kindly request the following documents:

- [Specify Policy 1]
- [Specify Policy 2]
- [Specify Policy 3]

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

Sincerely,

[Your Name]

[Your Title, if applicable]

[Your Shareholder Identifier, if applicable]