

Shareholder Request for Dividend Information

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request information regarding dividends declared by [Company Name] for the fiscal year [Insert Year]. As a shareholder, I am interested in understanding the dividend policy and any payments that may have been made or announced.

Specifically, I would like to know:

- The amount of the dividend declared.
- The record date for eligibility.
- The payment date for the dividend.

Your timely response to my inquiry would be greatly appreciated. Should you require any further information or clarification from my end, please do not hesitate to reach out.

Thank you for your attention to this matter. I look forward to hearing from you soon.

Sincerely,

[Your Name]