

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Company Secretary/Board of Directors],

Subject: Request for Access to Governance Documents

I am writing to formally request access to the governance documents of [Company Name] as a shareholder. In accordance with [relevant laws or company policy], I believe it is my right to review these documents for the purposes of ensuring proper governance and transparency.

The specific documents I would like to request include, but are not limited to:

- Articles of Incorporation
- Bylaws
- Shareholder Agreements
- Board Meeting Minutes
- Annual Reports

Please provide these documents at your earliest convenience or inform me of any procedures I need to follow to access them. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Shareholder ID or Account Number, if applicable]