

Shareholder Request for Meeting Minutes

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Board of Directors/Company Secretary],

I am writing to formally request the minutes of the recent shareholder meeting held on [Insert Date of Meeting]. As a shareholder of [Company Name], I believe it is important to stay informed about the decisions made and discussions held during this meeting.

Please provide the minutes at your earliest convenience. Should you require any further information or verification of my identity as a shareholder, please let me know.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position, if applicable]