

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to inquire about the dividend history and payments related to my shares of [Company Name]. As a shareholder, I would like to receive detailed information regarding the dividends declared, the payment dates, and any pertinent changes in the dividend policy.

Furthermore, I would appreciate guidance on how to access this information regularly in the future.

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

Sincerely,

[Your Name]