

# Dear Shareholder,

We hope this letter finds you well. As we approach the end of the fiscal year, we would like to provide you with important tax-related information regarding your shares in our company.

## Tax Information Summary

For the year ending December 31, 2023, the following details are relevant for your tax filings:

- **Dividends Paid:** \$X.XX per share
- **Total Shares Held:** X,XXX shares
- **Tax Documents:** Form 1099-DIV will be sent out by January 31, 2024
- **Reporting Requirements:** Ensure to report dividends when filing your federal and state tax returns.

## Important Dates

Keep the following dates in mind:

- **February 28, 2024:** All tax documents mailed out
- **April 15, 2024:** Deadline for tax return filing

## Contact Information

If you have any questions regarding your tax information or need further assistance, please do not hesitate to reach out:

Email: [investorrelations@company.com](mailto:investorrelations@company.com)

Phone: (123) 456-7890

Thank you for being a valued shareholder.

Sincerely,

[Your Company Name]

Investor Relations Team