

Follow-Up on RSVP for Upcoming Shareholder Meeting

Dear [Shareholder's Name],

We hope this message finds you well. As we approach the date of our critical shareholder meeting scheduled for [Date], we wanted to follow up regarding your RSVP status.

Your participation is vital as we will be discussing important matters concerning the future of [Company Name]. We kindly request that you confirm your attendance by [RSVP Deadline].

If you have already submitted your RSVP, we thank you and look forward to your valuable contributions during the meeting.

Should you have any questions or require further assistance, please do not hesitate to reach out to us.

Thank you for your attention and continued support.

Warm regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]