

# Letter of Inquiry

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To: [Shareholder's Name]

[Shareholder's Address]

[City, State, Zip Code]

Dear [Shareholder's Name],

We hope this message finds you well. As we prepare for our upcoming Annual Shareholders' Assembly scheduled for [Insert Date], we would like to confirm your participation in this important event.

The assembly will be held at [Insert Venue/Location] and is set to begin at [Insert Time]. Your presence would be greatly valued, and we look forward to discussing the future direction of [Your Company].

Please confirm your attendance by [Insert RSVP Deadline Date]. If you have any questions or require additional information, do not hesitate to reach out.

Thank you for your ongoing support and investment in [Your Company].

Sincerely,

[Your Name]

[Your Position]

[Your Company]