

Reminder: Confirmation of Attendance at Quarterly Gathering

Dear Shareholder,

We hope this message finds you well. This is a friendly reminder to confirm your attendance at our upcoming quarterly gathering scheduled for **[Date]** at **[Time]** in **[Location]**.

Your participation is vital as we will be discussing important updates regarding our company's performance and future plans. Please RSVP by **[RSVP Deadline]** to ensure proper arrangements.

Thank you for your attention and support.

Best regards,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]