

# Request for Confirmation of Attendance

Dear [Shareholder's Name],

We are excited to announce our upcoming event, [Event Name], scheduled for [Date] at [Location]. This event will be a great opportunity for our shareholders to connect and discuss the future of our company.

We kindly request your confirmation of attendance by [RSVP Deadline]. Your participation is invaluable to us, and we would love to see you there.

Please reply to this letter or contact us at [Contact Information] to confirm your attendance.

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Contact Information]