

# Shareholder Attendance Confirmation

Date: [Insert Date]

[Shareholder Name]

[Shareholder Address]

Dear [Shareholder Name],

We hope this message finds you well. We are writing to kindly request your confirmation of attendance at the upcoming shareholder meeting scheduled for [Date] at [Location]. Your participation is crucial as we will be discussing important matters regarding the future of [Company Name].

Please RSVP by [RSVP Deadline] to ensure we have adequate arrangements in place.

Thank you for your attention to this matter. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]