

Request for Validation of Shareholder Attendance

[Your Name]
[Your Position]
[Company Name]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Position]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request validation of shareholder attendance for the upcoming General Meeting scheduled on [Date of Meeting].

As per our records, we would like to confirm the attendance of the following shareholders:

- [Shareholder Name 1] - [Number of Shares]
- [Shareholder Name 2] - [Number of Shares]
- [Shareholder Name 3] - [Number of Shares]

We would appreciate it if you could verify this information at your earliest convenience. If you require any further documentation, please do not hesitate to let me know.

Thank you for your prompt attention to this matter. We look forward to your confirmation.

Sincerely,

[Your Name]
[Your Position]
[Company Name]