

Shareholder Attendance Verification

Date: [Insert Date]

To: [Shareholder Name]

[Shareholder Address]

Dear [Shareholder Name],

We hope this message finds you well. We are writing to confirm your attendance at the upcoming shareholder meeting of [Company Name], scheduled for [Date] at [Time]. The meeting will take place at [Location].

Your participation is crucial as we will be discussing important matters regarding the company's future, including [briefly list key agenda items].

Please verify your attendance by responding to this letter by [RSVP Deadline]. You may send your confirmation via email at [Email Address] or call us at [Phone Number].

Thank you for your continued support and engagement with [Company Name]. We look forward to your response.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[Company Phone Number]

[Company Email Address]