

Notice of Request for Shareholder Vote Proxy

Date: [Insert Date]

To: [Shareholder Name]
[Shareholder Address]
[City, State, Zip Code]

Dear [Shareholder Name],

We hope this message finds you well. As a valued shareholder of [Company Name], we would like to formally request your participation in our upcoming shareholder vote scheduled for [Insert Date]. In order to facilitate your voting rights, we kindly ask you to provide a proxy for your vote.

Your proxy will allow us to ensure that your voice is heard on important matters concerning the company, including [briefly outline key voting topics, e.g., electing board members, approving share issuance, etc.].

Enclosed with this letter, you will find the proxy form, which we request you to complete and return by [Insert Return Date]. You may send the completed proxy form via mail to [Company address] or electronically to [Email Address].

Thank you for your attention to this important matter and for your ongoing support of [Company Name]. If you have any questions, please do not hesitate to contact us at [Phone Number] or [Email Address].

Warm regards,

[Your Name]
[Your Title]
[Company Name]
[Company Address]

Enclosure: Proxy Form