

Proxy Request for Shareholder Meeting

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I, [Your Name], am a shareholder in [Company Name] holding [Number] shares. Due to [reason for absence, e.g., prior commitment], I am unable to attend the upcoming shareholder meeting scheduled for [Date of Meeting].

Therefore, I would like to request a proxy to vote on my behalf at the meeting. I hereby appoint [Proxy Name] as my proxy and grant them authority to vote on my behalf regarding all matters that come before the meeting.

Thank you for your attention to this matter. Please let me know if you require any further information or documentation.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]