

Request for Shareholder Voting Proxy

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

[Recipient's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a shareholder voting proxy for the upcoming meeting of shareholders scheduled for [Date of Meeting].

As a shareholder in [Company Name], I am unable to attend the meeting in person due to [brief explanation of your reason]. Therefore, I would like to designate [Proxy Name] as my proxy to represent me at the meeting and vote on my behalf.

Please let me know if any additional information or documentation is required to facilitate this request. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]