

Advance Notice to Shareholders

Date: [Insert Date]

Dear Shareholder,

We are writing to inform you that the Board of Directors has set the record date for the upcoming [Insert Event, e.g., Annual General Meeting, Dividend Declaration] as [Insert Record Date].

This means that only shareholders on record as of this date will be entitled to participate in the event and receive any related benefits.

We encourage you to ensure your contact information is up-to-date so that you can receive all pertinent communications regarding this event.

Thank you for your continued support of [Company Name].

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[Contact Information]