

Alert to Shareholders

Date: [Insert Date]

Dear Shareholders,

We would like to inform you that our upcoming record date is set for [Insert Record Date]. This date is crucial for determining eligibility for [specify the purpose, e.g., dividends, shareholder meetings, etc.].

Please ensure that your shareholder information is up to date by this date to participate fully in the upcoming [event/benefit].

If you have any questions, feel free to contact our investor relations team at [Insert Contact Information].

Thank you for your continued support.

Sincerely,

[Insert Company Name]

[Insert Company Address]