

Disclosure of Record Date

Date: [Insert Date]

To: Shareholders of [Company Name]

Dear Shareholders,

We are writing to inform you that the Board of Directors has set the record date for the upcoming [dividend distribution, annual meeting, etc.] as [Insert Record Date]. This date is crucial for determining which shareholders are entitled to [receive dividends, vote at the annual meeting, etc.].

Any transactions occurring after this date will not affect your eligibility for [the dividend, voting rights, etc.]. We encourage all shareholders to ensure their information is up-to-date.

If you have any questions, please feel free to contact our Investor Relations department at [Insert Contact Information].

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]