

Formal Notice of Record Date

Date: [Insert Date]

To: [Shareholder's Name]

[Shareholder's Address]

Dear [Shareholder's Name],

We hereby inform you that the record date for determining shareholders entitled to receive [describe the purpose, e.g., dividends, voting rights] has been established as [Insert Record Date].

In order to be eligible to participate in [describe the event or action, e.g., the upcoming shareholders' meeting, dividend distribution], you must be a registered shareholder on or before this record date.

If you have any questions regarding this notice, please do not hesitate to contact our office at [Insert Contact Information].

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]