

Informational Notice on Shareholder Record Date

Date: [Insert Date]

To: All Shareholders

Dear Shareholder,

We are writing to inform you that the Board of Directors has set the Record Date for the upcoming Annual Meeting of Shareholders. The Record Date is established to determine which shareholders are eligible to vote at the meeting.

Record Date: [Insert Record Date]

The Annual Meeting is scheduled to take place on [Insert Meeting Date], and your participation is very important. Please ensure that your shareholder information is up-to-date to receive notice of the meeting and voting instructions.

If you have any questions or require further information, please do not hesitate 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]