

Notification for Upcoming Record Date

Dear Shareholder,

We would like to inform you that the record date for our upcoming dividend distribution is set for **[Date]**. This means that all shareholders who are on our records as of this date will be entitled to receive the declared dividend.

To ensure that you receive your dividend payment, please verify that your contact and payment information is up to date in our records. If you have any questions or need assistance, do not hesitate to reach out to our shareholder services team.

Thank you for your continued support.

Sincerely,

[Your Company Name]

[Your Position]

[Contact Information]