

Official Record Date Notification

Dear [Shareholder's Name],

We are writing to inform you that the official record date for the upcoming shareholder meeting and dividend distribution has been established as [Record Date].

As a shareholder of [Company Name], your ownership records will be examined as of this date to determine your eligibility to vote on important matters and to receive any declared dividends.

If you have any questions or require further information, please feel free to contact our Investor Relations team at [Contact Information].

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]