

Reminder to Shareholders

Date: [Insert Date]

Dear Shareholders,

We would like to remind you that the record date for our upcoming shareholder meeting is **[Insert Record Date]**. Only shareholders of record as of this date will be entitled to vote at the meeting and receive any distributions.

Please ensure that your contact information is up to date and that you hold the shares in your name to be eligible.

If you have any questions or need further assistance, please do not hesitate to contact our office.

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Contact Information]