

Shareholder Record Date Announcement

Date: [Insert Date]

To Our Valued Shareholders,

We are pleased to announce that the record date for our upcoming shareholders' meeting will be [Insert Record Date]. All shareholders of record as of this date will be entitled to vote at the meeting and receive any relevant dividends.

Details of the meeting are as follows:

- Date: [Insert Meeting Date]
- Time: [Insert Meeting Time]
- Location: [Insert Meeting Location]

Please ensure that your contact information is up to date to receive further communications regarding the meeting agenda and other important details.

Thank you for your continued support and investment in [Company Name]. We look forward to your participation.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]