

# Shareholder Update: Record Date Information

Dear Shareholder,

We are writing to inform you about important details regarding the upcoming record date for our company.

## Record Date Details

The record date for determining entitlement to dividends and other shareholder benefits is set for **[Insert Date]**. Shareholders on record as of this date will be eligible for **[Specify Benefits/Dividends]**.

## Important Actions

If you wish to ensure your participation in the upcoming benefits, please ensure that your contact and ownership information is up-to-date. You can verify your information by contacting our investor relations team.

## Contact Information

For any questions, please reach out to:

Email: [ir@company.com](mailto:ir@company.com)

Phone: **[Insert Phone Number]**

Thank you for your continued support.

Sincerely,

**[Your Name]**

**[Your Title]**

**[Company Name]**