

Letter of Clarification on Shareholder Voting Entitlements

Date: [Insert Date]

To: [Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

Dear [Recipient Name],

I hope this message finds you well. I am writing to seek clarification regarding the voting entitlements of shareholders for the upcoming [Insert Meeting or Event Name] scheduled for [Insert Date].

As we prepare for this important event, it is crucial to understand the specifics around voting rights, particularly concerning [specifics, e.g., percentage of shares required, eligibility criteria, etc.]. This information will help ensure that all shareholders are fully informed and able to participate effectively in the decision-making process.

Could you please provide detailed information on the following points?

- The criteria that determine shareholder voting entitlements.
- How voting rights are distributed among different classes of shares.
- Any deadlines or important dates regarding registering for voting.

Your prompt response will be greatly appreciated as it will assist us in our preparations and ensure compliance with corporate governance standards.

Thank you for your attention to this matter. I look forward to your swift reply.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]