

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the voting rights associated with my shares in [Company's Name]. As a shareholder, I want to ensure that I fully understand my rights and the process of exercising them during upcoming shareholder meetings.

Specifically, I would like clarification on the following points:

- The number of votes I am entitled to based on my shareholding.
- The procedure for casting my vote, both in person and by proxy.
- Any deadlines I should be aware of regarding the voting process.

Thank you for your attention to this matter. I look forward to your prompt response.

Best regards,

[Your Name]