

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

[Recipient Name]
[Recipient Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to request detailed information regarding the voting rights associated with shares held in [Company Name]. As a shareholder, it is important for me to understand my voting rights, including any recent changes that may have occurred.

Specifically, I would like to know the following:

- The voting rights attached to different classes of shares.
- Any recent updates or changes to the voting rights policy.
- Information regarding the voting process for upcoming meetings.
- Any relevant documentation or resources that explain shareholder voting rights in depth.

Thank you for your assistance.

Sincerely,
[Your Name]
[Your Title (if applicable)]
[Your Company (if applicable)]