

Request for Overview of Shareholder Voting Procedures

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[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 request an overview of the shareholder voting procedures currently in place at [Company's Name]. As a shareholder, understanding the voting process is crucial for my engagement in the company's governance.

Specifically, I would appreciate information on the following:

- Voting methods available to shareholders
- Deadlines for submitting votes
- Details on proxy voting
- Any recent changes to the voting procedures

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

Sincerely,

[Your Name]