

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request an update regarding the current status of shareholder voting rights pertaining to [specific issue or matter]. As a shareholder, it is important for me to stay informed about any changes or developments that may impact our voting rights.

Could you please provide clarity on the following points:

- Any recent changes in shareholder voting policies
- The timeline for any upcoming votes
- Details concerning the rules that govern voting rights

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

Sincerely,

[Your Name]

[Your Position]