

Notice to Equity Holders

Date: [Insert Date]

Dear Equity Holder,

We are pleased to inform you about our dividend policy for the fiscal year [Insert Year]. As a valued shareholder, your understanding of our approach to dividends is essential.

Our Board of Directors has established the following guidelines regarding dividend distribution:

- **Dividend Declaration:** Dividends will be declared quarterly based on the company's performance and cash flow.
- **Payout Ratio:** We aim to maintain a target payout ratio of [Insert Percentage] of our net income.
- **Dividend Reinvestments:** We offer a Dividend Reinvestment Plan (DRIP) for those who wish to reinvest their dividends.

Please note that dividends are contingent upon the company's profitability and financial stability. Any changes to this policy will be communicated promptly.

Thank you for your continued support and trust in our company.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]