

Dear Shareholder,

We hope this message finds you well. We are writing to inform you about an important change to our dividend policy that will take effect in the upcoming fiscal year.

After careful consideration and in light of our current financial performance and future growth prospects, the Board of Directors has decided to adjust the company's dividend payout ratio. Effective [Start Date], the new dividend payout ratio will be set at [New Percentage] of our net earnings.

This decision reflects our commitment to balancing the return on investment for our shareholders while ensuring the company's long-term growth and sustainability. We believe that reinvesting a portion of our profits back into the company will support our strategic initiatives and enhance shareholder value over time.

We understand that changes in our dividend policy can raise questions, and we encourage you to reach out to our investor relations team at [Contact Information] should you have any inquiries or require further clarification.

Thank you for your continued support and trust in [Company Name]. We look forward to sharing more updates as we progress in [Current Year].

Sincerely,

[Your Name]

[Your Title]

[Company Name]