

Dear Shareholders,

We are pleased to announce that our company, **[Company Name]**, has scheduled an Initial Public Offering (IPO) to go public on **[Date]**. This marks a significant milestone in our growth journey and presents an exciting opportunity for our shareholders.

The IPO will be available for subscription from **[Start Date]** to **[End Date]**, and the shares will be listed on **[Stock Exchange]** under the symbol **[Ticker Symbol]**.

As a valued shareholder, we want to ensure you are informed every step of the way. Detailed information about the IPO, including the prospectus and the terms of the offering, will be sent to you shortly.

Thank you for your continued support as we embark on this new chapter. We look forward to your participation in our growth.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]