

# Dear Shareholders,

We are excited to announce the upcoming Initial Public Offering (IPO) for our company, [Company Name]. This marks an important milestone in our journey, and we would like to share the key details with you.

## IPO Overview

We plan to offer [number of shares] at an initial price range of [price range]. The offering is expected to take place on [date].

## Use of Proceeds

The funds raised from this IPO will be utilized for [brief description of intended use of proceeds, e.g., expansion, research and development, etc.].

## Key Dates

- Filing Date: [Date]
- Roadshow Start: [Date]
- IPO Date: [Date]
- Expected trading on stock exchange: [Date]

## What to Expect

As we move forward with this IPO, we are committed to keeping you informed about every step of the process. We value your support and trust in [Company Name].

## Contact Information

If you have any questions, please feel free to reach out to us at [contact email] or [contact phone number].

Thank you for your continued support.

**Sincerely,**

[Your Name]

[Your Title]

[Company Name]