

Notice of Switching to Digital Shareholder Notifications

Date: [Insert Date]

To: [Shareholder Name]

[Address]

Dear [Shareholder Name],

We are writing to inform you about an important change regarding the way we will communicate with our valued shareholders. In our ongoing efforts to enhance efficiency and reduce environmental impact, we have decided to switch from traditional paper-based notifications to digital shareholder notifications.

Starting [Insert Effective Date], you will receive all shareholder communications, including annual reports, meeting notices, and other important updates, via email or through our secure online portal. This change will enable you to access information conveniently and promptly.

To ensure you continue to receive these notifications without interruption, please verify that we have your correct email address. You can update your contact information by visiting [Insert Website Link] or contacting our shareholder services team at [Insert Contact Information].

We appreciate your support and understanding as we make this transition. If you have any questions or require further assistance, please do not hesitate to reach out.

Thank you for being a valued shareholder.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Contact Information]