

# Subject: Request for Clarification on Special Dividend Eligibility

Dear [Recipient's Name],

I hope this message finds you well. I am writing to seek clarification regarding the eligibility criteria for the upcoming special dividend announced by [Company Name]. As a shareholder, I want to ensure that I understand the requirements and any relevant dates that may affect my eligibility.

Specifically, I would like to inquire about the following:

- The record date for determining eligible shareholders
- Any specific criteria that must be met to qualify for the special dividend
- Any potential tax implications associated with this dividend

Your assistance in clarifying these points would be greatly appreciated as it will help me make informed decisions regarding my investment.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]