

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request the schedule for the upcoming special dividends to be distributed to our shareholders. As we continue to strengthen our relationship with our investors, it is crucial for us to keep our stakeholders informed of all financial updates.

We would appreciate your guidance on the timelines and any necessary documentation required in this process. Please provide us with the necessary details at your earliest convenience.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]