

# **Inquiry Regarding Special Dividends**

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the special dividends that have been announced for shareholders of [Company's Name]. As a shareholder, I would like to request further details regarding the timeline, eligibility, and any other relevant information concerning these special dividends.

Understanding the specifics of the special dividends will greatly assist me in planning my investment strategy moving forward. If possible, could you please provide me with the necessary documentation or direct me to where I might find this information?

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

Sincerely,

[Your Name]