

Update Request Regarding Recent Special Dividends

Date: [Insert Date]

To: [Insert Shareholder Name]

[Insert Shareholder Address]

Dear [Insert Shareholder Name],

We hope this message finds you well. We are writing to provide you with an important update regarding the recent special dividends declared by [Company Name].

As a valued shareholder, we want to ensure you have the most current information concerning your investment. The Board of Directors has approved a special dividend of [Insert Dividend Amount] payable on [Insert Payment Date]. This decision reflects our commitment to returning value to our shareholders.

We encourage you to review the attached documentation for additional details regarding the dividend declaration and its implications for your shares. Should you have any questions or require further information, please do not hesitate to contact our Investor Relations department at [Insert Contact Information].

Thank you for your continued support and trust in [Company Name].

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]