

Announcement to Shareholders

Date: [Insert Date]

Dear Valued Shareholders,

We are pleased to announce that our board of directors has declared a dividend for the fiscal year ending [Insert Date]. To facilitate the distribution of dividends, we kindly request that all shareholders sign the dividend distribution forms.

Please find the forms attached to this letter. We encourage you to review and sign them at your earliest convenience to ensure timely processing of the dividend payments.

If you have any questions or need further assistance, please do not hesitate to contact our shareholder services department at [Insert Contact Information].

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]