

# Inquiry for Shareholder Authorization on Proxy Votes

Date: [Insert Date]

[Shareholder's Name]  
[Shareholder's Address]  
[City, State, Zip Code]

Dear [Shareholder's Name],

We hope this message finds you well. As a valued shareholder of [Company Name], we are reaching out to seek your authorization for proxy voting on important matters that will be discussed at the upcoming annual meeting scheduled for [Insert Date].

Your participation is essential for us to ensure that your voice is heard on key issues, including [Briefly list key issues, e.g., board member elections, approval of financial statements, etc.].

If you agree to authorize us as your proxy, please sign and return the enclosed proxy form by [Insert Deadline]. Should you have any questions or require further information, do not hesitate to contact us at [Insert Contact Information].

Thank you for your attention and continued support.

Sincerely,  
[Your Name]  
[Your Position]  
[Company Name]  
[Contact Information]