

Dear [Shareholder's Name],

We hope this message finds you well. We are writing to remind you of the necessity to review and sign the Annual Report for [Company Name] for the fiscal year ending [Date]. Your signature is crucial for the completion of this important document.

Please find the Annual Report attached for your convenience. We kindly ask you to review it and provide your signature by [Signature Deadline]. If you have any questions or require further information, please do not hesitate to reach out to us.

Thank you for your attention to this matter and for your continued support of [Company Name].

Best regards,

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