

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 part of our ongoing compliance with regulatory requirements, we kindly request your signature on the attached compliance documents. Your prompt attention to this matter is crucial for ensuring our adherence to legal standards and maintaining the company's integrity.

Please review the documents attached and sign where indicated. Once completed, return them to us by [Insert Deadline]. If you have any questions or require further information, feel free to reach out to us at [Insert Contact Information].

Thank you for your continued support and prompt attention to this request.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Contact Information]