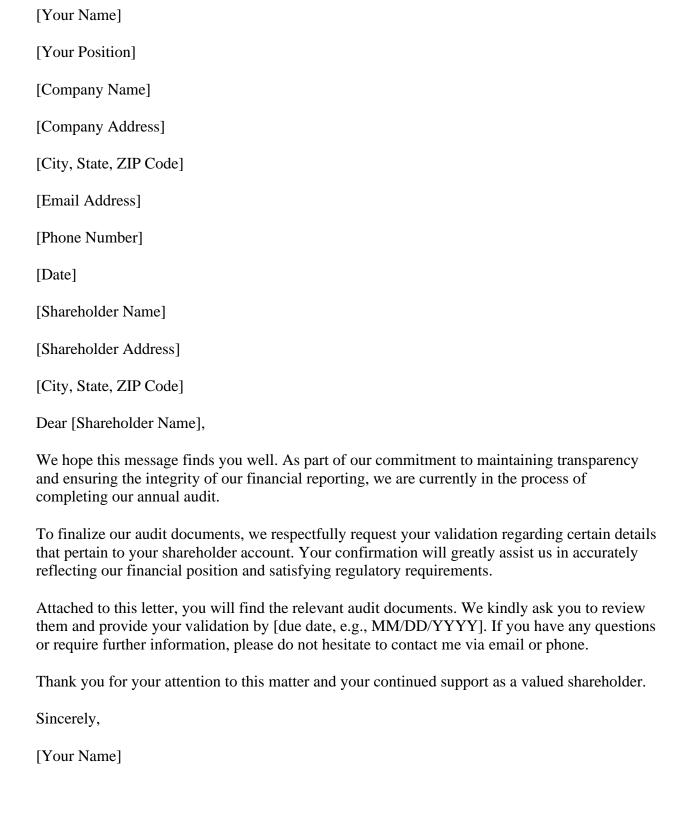# Request for Shareholder Validation on Audit Documents

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Shareholder Name]

[Shareholder Address]

[City, State, ZIP Code]

Dear [Shareholder Name],

We hope this message finds you well. As part of our commitment to maintaining transparency and ensuring the integrity of our financial reporting, we are currently in the process of completing our annual audit.

To finalize our audit documents, we respectfully request your validation regarding certain details that pertain to your shareholder account. Your confirmation will greatly assist us in accurately reflecting our financial position and satisfying regulatory requirements.

Attached to this letter, you will find the relevant audit documents. We kindly ask you to review them and provide your validation by [due date, e.g., MM/DD/YYYY]. If you have any questions or require further information, please do not hesitate to contact me via email or phone.

Thank you for your attention to this matter and your continued support as a valued shareholder.

Sincerely,

[Your Name]

[Your Position]

[Company Name]