

# Letter to Shareholders Regarding Rights Issue

Date: [Insert Date]

To: [Shareholder's Name]

Address: [Shareholder's Address]

Dear [Shareholder's Name],

We are pleased to inform you that [Company Name] is proceeding with a rights issue to raise additional capital for [specific purpose, e.g., business expansion, debt repayment]. As a valued shareholder, we are offering you the opportunity to purchase additional shares in the company on a pro-rata basis.

## Details of the Rights Issue

- **Issue Price:** [Insert Issue Price] per share
- **Ratio:** [Insert Ratio] (e.g., 1 new share for every 5 shares held)
- **Subscription Period:** [Insert Start Date] to [Insert End Date]
- **Ex-Rights Date:** [Insert Date]

To participate in the rights issue, you will need to confirm your intention to exercise your rights by submitting your application and payment to [Payment Details or Instructions].

We encourage you to carefully consider this opportunity and participate in the financing of our company's growth. Please consult with your financial advisor if you have any questions regarding this rights issue.

If you have any further inquiries, do not hesitate to reach out to our investor relations department at [Contact Details].

Thank you for your continued support of [Company Name].

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Contact Information]