Shareholder Confirmation Request

Date: [Insert Date]

[Your Name]

[Your Position]

[Company Name]

[Company Address]

Dear [Shareholder's Name],

We hope this message finds you well. We are reaching out to confirm your status regarding the interim dividend for the fiscal year [Insert Year]. As a valued shareholder of [Company Name], it is important for us to ensure that all records are accurate and up-to-date.

Please confirm your current mailing address and whether you have received the interim dividend as declared on [Insert Declaration Date]. If you have not received it yet, kindly let us know so we can assist you accordingly.

Your prompt response will be greatly appreciated. Should you have any questions or require further assistance, please do not hesitate to contact us at [Contact Information].

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]