

Attendance Acknowledgment for Annual General Meeting

Date: [Insert Date]

[Shareholder's Name]

[Shareholder's Address]

Dear [Shareholder's Name],

We would like to extend our heartfelt thanks for your attendance at the Annual General Meeting (AGM) of [Company Name] held on [AGM Date] at [Venue]. Your presence and participation are highly valued as they contribute to the success of our governance and decision-making processes.

During the meeting, we discussed important developments and strategies for the upcoming year, ensuring that our shareholders are well-informed and involved in the [Company Name]'s future. Your insights and engagement are crucial to our collective success.

We look forward to your continued support and participation in future meetings. Should you have any further questions or feedback regarding the meeting, please do not hesitate to reach out to us.

Thank you once again for your commitment to [Company Name].

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]