

Notice of Focus Group Meeting

Date: [Insert Date]

To: [Shareholder Name]

Address: [Shareholder Address]

Dear [Shareholder Name],

We are pleased to invite you to participate in a Focus Group meeting to discuss key initiatives and strategic developments for [Company Name]. Your insights and feedback are invaluable to us as we strive to enhance our operations and shareholder experience.

Details of the Meeting:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Location]
- **Agenda:** [Brief Agenda Items]

Please confirm your attendance by [Insert Confirmation Deadline]. Your involvement will make a significant difference as we work together to shape the future of [Company Name].

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]