

Formal Request for Shareholder Approval

Date: [Insert Date]

To: [Shareholder's Name]

[Shareholder's Address]

Dear [Shareholder's Name],

We hope this letter finds you well. As part of our yearly assessment and in accordance with our corporate governance policies, we are writing to formally request your approval for the following matters to be presented at the upcoming shareholders' meeting:

1. Approval of the Annual Financial Statements.
2. Election of Board Members.
3. Appointment of Auditors for the upcoming year.

Your approval is crucial in ensuring that we continue to operate effectively and in compliance with all regulatory requirements. We kindly ask you to review the accompanying documents and provide your approval by [Insert Deadline].

Thank you for your attention to this important matter. Should you have any questions, please do not hesitate to contact us.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Contact Information]