

Participation Confirmation Letter

Date: [Insert Date]

[Shareholder's Name]

[Shareholder's Address]

[City, State, Zip Code]

Dear [Shareholder's Name],

We are pleased to confirm your participation in the upcoming Shareholder Forum scheduled for [Insert Date] at [Insert Location]. Your presence is invaluable as we discuss important matters concerning our company.

The forum will begin at [Insert Start Time] and will cover various topics, including [Insert Topics]. We encourage your active participation and look forward to your insights.

Please RSVP by [Insert RSVP Date] to ensure your attendance. If you have any questions, feel free to contact us at [Insert Contact Information].

Thank you for your continued support and engagement with [Company Name]. We look forward to seeing you at the forum.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Contact Information]