

Dear Shareholders,

This is a friendly reminder regarding the upcoming scheduled shareholder meeting.

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Location]

Please ensure your attendance as we will be discussing important matters regarding the company's future.

If you have any questions or need further information, please do not hesitate to contact us.

Thank you for your continued support.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]