

Request for Attendance at Shareholder Assembly

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request attendance at the upcoming shareholder assembly scheduled for [insert date of assembly] at [insert location]. As a shareholder of [Company Name], I am keen to participate in the discussions and decisions that will shape the future of the company.

Please let me know if there are any specific requirements I need to fulfill prior to the meeting.

Thank you for considering my request. I look forward to your affirmative response.

Sincerely,

[Your Name]