

# Proxy Voting Instructions

Date: [Insert Date]

To: [Shareholder Name]

Address: [Shareholder Address]

Dear [Shareholder Name],

As a valued shareholder of [Company Name], we want to ensure that your voice is heard at the upcoming annual meeting. If you are unable to attend in person, you may still cast your vote by proxy.

## Voting Instructions

Please complete the proxy form included in this package and return it to us by [Insert Return Deadline]. You can vote on the following matters:

- Election of Directors
- Approval of the Annual Report
- Appointment of Auditors
- Other Business Matters

## Proxy Appointment

You may appoint any person you choose as your proxy to attend and vote on your behalf. To do this, please fill out the section on the proxy form where you can nominate your proxy.

## Contact Information

If you have any questions regarding the proxy voting process, please contact us at:

Email: [Contact Email]

Phone: [Contact Phone Number]

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]