

Announcement of Virtual Shareholder Meeting

Date: [Insert Date]

To our valued Shareholders,

We are pleased to announce that we will be conducting our Annual Shareholder Meeting virtually this year, in light of [reason, e.g., ongoing health concerns, accessibility].

Meeting Details:

- **Date:** [Insert Date]
- **Time:** [Insert Time and Time Zone]
- **Location:** Online (link to be provided)

The purpose of this meeting is to discuss the company's performance, future strategy, and to vote on key matters. We encourage all shareholders to participate and share in the future of our company.

If you have any questions or require assistance connecting to the virtual meeting, please contact our support team at [Insert Contact Information].

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Title]

[Company Name]