

Announcement of Hybrid Shareholder Meeting

Date: [Insert Date]

To: [Shareholder's Name]

From: [Company Name]

Dear [Shareholder's Name],

We are pleased to announce that our upcoming hybrid shareholder meeting will take place on [Insert Date] at [Insert Time]. This year, we are offering both in-person attendance at [Insert Location] and virtual participation via [Insert Virtual Meeting Platform].

The agenda for the meeting will include:

- [Agenda Item 1]
- [Agenda Item 2]
- [Agenda Item 3]

Your participation is important to us, and we encourage you to join either in person or via the virtual meeting. Please RSVP by [Insert RSVP Date] to confirm your attendance.

If you have any questions or need assistance with accessing the virtual meeting, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Position]

[Company Name]