

# Notice of Official Shareholder Meeting

Date: [Insert Date]

To: [Shareholder's Name]

Address: [Shareholder's Address]

Dear [Shareholder's Name],

We hereby notify you of the Official Shareholder Meeting of [Company Name], scheduled to take place on [Meeting Date] at [Meeting Time]. The meeting will be held at [Meeting Location].

## Agenda:

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

Please confirm your attendance by [RSVP Date]. If you cannot attend, you may appoint a proxy to vote on your behalf by completing the enclosed proxy form.

We look forward to your participation.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]