

# Proxy Voting Instructions for Shareholders

Date: [Insert Date]

To: [Insert Shareholder's Name]

Address: [Insert Shareholder's Address]

Dear [Insert Shareholder's Name],

We are writing to provide you with instructions for casting your vote by proxy for the upcoming [Insert Company Name] Annual General Meeting (AGM) scheduled on [Insert Date of AGM]. This document serves to ensure your voice is heard even if you are unable to attend the meeting in person.

## Voting Instructions

1. Complete the enclosed proxy card by marking your vote for each agenda item.
2. Sign and date the proxy card in the designated area.
3. Return the proxy card using the prepaid envelope provided or send it to the following address:

[Insert Return Address]

## Agenda Items

- Election of Directors
- Approval of Annual Financial Statements
- Appointment of Auditors
- [Insert Other Agenda Items]

Your vote is important to us. Please ensure that your completed proxy card is returned by [Insert Deadline Date] to be counted.

If you have any questions, please feel free to contact our Investor Relations department at [Insert Contact Information].

Thank you for your continued support.

Sincerely,

[Insert Name]

[Insert Title]

[Insert Company Name]