

Annual Shareholder Meeting Notice

Date: [Insert Date]

To: [Shareholder Name]

Address: [Shareholder Address]

Dear [Shareholder Name],

We are pleased to inform you that the Annual Shareholder Meeting of [Company Name] will be held on [Date] at [Time]. The meeting will take place at [Location].

The agenda for the meeting will include the following items:

- Approval of the minutes from the previous meeting
- Review of the Company's financial statements
- Election of board members
- Other business matters

Please find attached the proxy form if you are unable to attend in person. We strongly encourage your participation as your vote is important to us.

Thank you for your continued support of [Company Name]. We look forward to seeing you at the meeting.

Sincerely,

[Your Name]

[Your Title]

[Company Name]