

Follow-Up Notice for the Shareholder Meeting

Date: [Insert Date]

To: [Shareholder Name]

[Shareholder Address]

Dear [Shareholder Name],

We are writing to remind you of the upcoming Shareholder Meeting of [Company Name] scheduled for [Date] at [Time]. The meeting will be held at [Location/Virtual Link].

The agenda for the meeting will include:

- Review of the previous meeting's minutes
- Discussion of the company's performance
- Voting on key initiatives
- Open floor for shareholder questions

We encourage all shareholders to attend and participate in the decision-making process. Your voice is important to us.

Please confirm your attendance by [RSVP Date] by contacting us at [Contact Information].

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Title]

[Company Name]