

Notice of In-Person Shareholder Meeting

Dear [Shareholder's Name],

We are pleased to announce that the annual in-person meeting of the shareholders of [Company Name] will be held on [Date] at [Time]. The meeting will take place at [Location].

At this meeting, we will discuss the following agenda items:

- Approval of the minutes from the previous meeting
- Review of the financial statements
- Election of Board of Directors
- Other business as may properly come before the meeting

We value your input and encourage you to attend. Please confirm your attendance by [RSVP Date].

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]
[Company Address]
[Contact Information]