

Notice of Special Shareholder Meeting

Date: [Insert Date]

To: [Shareholder's Name]

Address: [Shareholder's Address]

Dear [Shareholder's Name],

We are writing to inform you that a Special Shareholder Meeting of [Company Name] will be held on [Date] at [Time] at [Location]. The purpose of this meeting is to discuss and vote on the following matters:

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

Your participation is important to us, and we encourage you to attend. If you are unable to attend, you may appoint a proxy to vote on your behalf by completing the attached proxy form and returning it to us by [Proxy Submission Deadline].

For more information, please contact [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]