

Letter of Shareholder Conciliation Session Request

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]

[Recipient Name]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request a conciliation session involving shareholders of [Company Name]. The purpose of this session is to address [briefly state the issue or matters to be discussed].

Given the importance of resolving these matters amicably, I believe that a conciliation session will provide us with a constructive platform to discuss our concerns and explore possible solutions.

Please let me know your availability for such a meeting, and I will do my best to accommodate. I appreciate your attention to this matter and look forward to your prompt response.

Thank you.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Position, if applicable]