

Shareholder Rights Inquiry Request

Date: [Insert Date]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am a shareholder of [Company Name], holding [number of shares] shares. I am writing to formally inquire about my rights as a shareholder in relation to [specific issue or concern].

As a shareholder, I believe it is important to be informed and actively participate in the governance of the company. Therefore, I kindly request the following information:

- [Specific information request 1]
- [Specific information request 2]
- [Specific information request 3]

I would appreciate your prompt response to my inquiries. Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]