

[Your Company Letterhead]

[Date]

[Shareholder's Name]

[Shareholder's Address]

[City, State, Zip Code]

Dear [Shareholder's Name],

You are cordially invited to attend the [Year] Annual Shareholder Meeting of [Company Name].

**\*\*Date:\*\*** [Date of Meeting]

**\*\*Time:\*\*** [Start Time]

**\*\*Location:\*\*** [Venue/Address]

The agenda for the meeting will include:

1. [Agenda Item 1]

2. [Agenda Item 2]

3. [Agenda Item 3]

4. Any other business

Please find enclosed the meeting materials for your review. Your participation and vote are crucial to the future of our company.

Kindly RSVP by [RSVP Date] to [Contact Information].

We look forward to your presence.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]