

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Notice of Annual Meeting of Shareholders

We are pleased to invite you to the Annual Meeting of Shareholders of [Your Company Name] (PJSC) to be held on [date] at [time]. The meeting will take place at [location/online platform].

Enclosed, please find the agenda for the meeting along with the proxy materials for your consideration. The main items to be discussed include:

1. Approval of the annual financial statements
2. Election of the Board of Directors
3. Appointment of auditors
4. Other matters as may properly come before the meeting

Your participation is important to us, and we encourage you to attend.

Should you be unable to attend, please send in your proxy vote to ensure your shares are represented.

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Contact Information]

Enclosure: Agenda and Proxy Materials