

[Your Name]  
[Your Title/Position]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Shareholder Name]  
[Shareholder Address]  
[City, State, Zip Code]

Dear [Shareholder Name],

Subject: Shareholder Update - [Quarter/Year]

We hope this letter finds you well. As a valued shareholder of Verizon Communications Inc. (Vz), we are committed to keeping you informed about our company's performance and strategic initiatives.

1. **\*\*Financial Performance\*\***
  - Highlights from the latest financial reports
  - Comparisons to previous quarters/years
  - Key financial metrics and performance indicators
2. **\*\*Operational Updates\*\***
  - Recent developments in service offerings
  - Expansion efforts and market reach
  - Investment in technology and infrastructure
3. **\*\*Strategic Initiatives\*\***
  - Overview of current projects and partnerships
  - Future plans for growth and innovation
4. **\*\*Shareholder Engagement\*\***
  - Upcoming shareholder meetings or events
  - Opportunities for feedback and involvement

We appreciate your continued support and belief in Verizon's vision.

Should you have any questions or require further information, please do not hesitate to reach out.

Thank you for your partnership in our journey.

Sincerely,

[Your Name]

[Your Position]

Verizon Communications Inc.