

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

Dear [Recipient Name],

Subject: Dividend Summary for Verizon Communications Inc. (VZ)

I am writing to provide a summary of the recent dividends issued by Verizon Communications Inc. (VZ) for the fiscal year [Year].

1. ****Dividend Declaration Dates****:

- [Date of Declaration]
- [Date of Declaration]

2. ****Record Dates****:

- [Record Date]
- [Record Date]

3. ****Payment Dates****:

- [Payment Date]
- [Payment Date]

4. ****Dividend Amounts****:

- [Amount per Share]
- [Amount per Share]

5. ****Total Dividends Paid****:

- [Total Amount Paid]

The above-mentioned dividends reflect Verizon's commitment to providing value to its shareholders. Should you require further information or clarification, feel free to reach out.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Job Title/Organization, if applicable]