

[Your Company Logo]

[Date]

[Shareholder Name]

[Shareholder Address]

[City, State, Zip Code]

Dear [Shareholder Name],

Subject: Shareholder Update

We hope this message finds you well. This letter serves as an update on the recent developments regarding [Your Company Name] (Ticker: ZM).

1. ****Financial Performance****

- Overview of the latest quarterly results, including revenue, net income, and other key metrics.

2. ****Recent Developments****

- Highlights of significant company events, product launches, or strategic partnerships.

3. ****Outlook****

- Insights into market conditions and company projections for the upcoming quarters.

4. ****Shareholder Information****

- Details about the upcoming Annual General Meeting (date, location, agenda).

- Information regarding dividends or share buyback programs (if applicable).

We appreciate your continued support as a valued shareholder of [Your Company Name]. For further details, please visit our investor relations website or contact us directly at [Contact Information].

Best regards,

[Your Name]

[Your Title]

[Your Company Name]

[Contact Information]