

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

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Declaration of Stock Dividend

We are pleased to announce that the Board of Directors of [Your Company Name] has declared a stock dividend of [X]% on [Date of Declaration].

This decision reflects our commitment to enhancing shareholder value and providing returns to our investors.

As a shareholder, you will receive [number of shares or percentage] additional shares for every [number of shares currently owned] you hold.

The stock dividend will be distributed on [Distribution Date].

Thank you for your continued support of [Your Company Name]. If you have any questions regarding this stock dividend, please feel free to reach out to our investor relations team at [Email Address] or [Phone Number].

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]