

[Your Name]
[Your Position]
[Company Name]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Stockholder's Name]
[Stockholder's Address]
[City, State, Zip Code]

Dear [Stockholder's Name],

Subject: Notice of Annual Meeting of Stockholders

We are pleased to invite you to the Annual Meeting of Stockholders of [Company Name], which will be held on [Date] at [Time]. The meeting will take place at [Location/Online platform link, if virtual].

The agenda for the meeting will include:

1. Approval of the minutes from the previous annual meeting.
2. Election of the Board of Directors.
3. Review of the financial statements and operational performance.
4. Other matters that may come before the meeting.

We encourage you to participate in the meeting, as your voice is important to the future of [Company Name]. If you are unable to attend in person, please find enclosed a proxy card that allows you to authorize another individual to vote on your behalf.

Thank you for your continued support of [Company Name]. We look forward to your participation.

Sincerely,

[Your Signature (if mailing)]
[Your Printed Name]
[Your Position]