

Date: [Insert Date]

To: All Shareholders  
[Company Name]  
[Company Address]

Subject: Notice of Shareholders' Meeting

Dear Shareholder,

This letter is to formally notify you that the annual (or special) meeting of the shareholders of **[Company Name]** will be held as follows:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Venue/Address or Online Meeting Link]

The purpose of the meeting is to discuss and consider the following agenda items:

1. Approval of previous meeting minutes
2. Presentation of the annual report and financial statements
3. Election of directors and officers
4. Appointment of auditors
5. Other business as may properly come before the meeting

All shareholders are encouraged to attend the meeting. Should you be unable to attend in person, you may appoint a proxy to represent you by completing and returning the enclosed proxy form no later than [Insert Proxy Deadline].

Your participation and vote are important to the successful governance of our company. Should you have any questions regarding the meeting or require further information, please contact [Contact Person/Department] at [Contact Email/Phone Number].

We appreciate your ongoing support and look forward to your participation.

Sincerely,  
[Name]  
[Title]  
[Company Name]