**ANNOUNCEMENT LETTER TO THE
DEPOSITORY TRUST & CLEARING CORPORATION**

You will need to prepare and send an announcement letter on your company’s letterhead to DTCC. This letter indicates critical dates and classes of eligible voting stock. The letter should be submitted to DTCC at least 7 calendar days prior to the record date; please forward a copy of the completed letter to Computershare for our files.

[ON COMPANY LETTERHEAD]

DATE

The Depository Trust & Clearing Corporation

Proxy Unit

55 Water Street, 50th Floor

New York, New York 10041-0099

Email: proxyannouncements@dtcc.com

Dear Sir or Madam:

Please be advised that Company Name has registered on http://www.dtcc.com and has set the following dates relative to its Annual/Special Meeting.

**Record date:**

**Estimated mail date:**

**Meeting date:**

**Classes of stock eligible to vote include:**

**CLASS CUSIP**

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If you have any questions, please contact me at Enter telephone number and e-mail address

Sincerely,

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized signatory/title

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address of authorized officer

cc: Computershare relationship manager

Broker distributor/proxy solicitor