



The Sample Company Legal Name

Computershare Trust Company of Canada  
100 University Avenue  
Toronto Ontario M5J 2Y1  
Telephone 1-800-564-6253  
www.computershare.com

000001

Mr A Sample  
Designation (if any)  
Add1  
Add2  
add3  
add4  
add5  
add6

Control Number

Holder Account Number

C1234567890



Dear Shareholder,

On behalf of the board of directors and the management of <Company Name>, I invite you to attend <Meeting Type>. The meeting will be held at the <venue> at <time> (local time) on <date>. We have enclosed the notice of meeting, proxy circular and proxy statement, and form of proxy for the meeting.

We want all holders to be represented at the meeting. If you are unable to attend the meeting, please complete, date, and sign the form of proxy, and return it in the enclosed envelope. Even if you plan to attend the meeting, you can conveniently express your views in advance by returning a completed form of proxy.

If you are attending the meeting, please bring this letter with you to facilitate registration into the meeting.

We look forward to seeing you at the meeting.

Yours sincerely,

John Smith  
Chairman of the Board

Encl: