[DATE]

Contact Name

Address

Address2

City, State/Province

Zip/Postal Code

**RE: LETTER TO NOTIFY ALL OF SHAREHOLDERS’ SPECIAL MEETING**

Dear [CONTACT],

The purpose of this letter is give notice to all shareholders of [COMPANY NAME] that the [TITLE] of this company has called for a special meeting located at [PLACE], on [DATE] at [TIME], for the purpose of managing the following business:

1. [CONSIDER RESOLUTION PASSAGE ATTACHED TO THIS NOTICE AS APPENDIX 1].
2. [MANAGE ANY OTHER BUSINESS THAT MAY COME BEFORE THE MEETING AND ANY POSTPONEMENTS].

Kind Regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUR EMAIL@YOURCOMPANY.COM]