

Circular Letter Format to Shareholders

[Your Company Logo]

[Company Name]

[Company Address]

[City, State, ZIP Code]

[Date]

Subject: [Brief and Clear Subject of the Circular]

Dear Shareholders,

We hope this letter finds you in good health. As part of our commitment to transparency and open communication, we would like to bring the following matters to your attention:

1. **[Topic 1]:** [Provide details or information related to the first topic.]
2. **[Topic 2]:** [Include relevant details or updates for the second topic.]
3. **[Topic 3]:** [Provide information or updates regarding the third topic.]

For any queries or additional information, please contact [Contact Person/Department] at [Contact Information].

Thank you for your ongoing support.

Best regards,

[Your Full Name]

[Your Position]

[Company Name]

[Contact Information]

[Company Logo (if applicable)]