

[Company Letterhead / Logo Space]

DATE: [Date]

TO: All Shareholders of [Company Name]

SUBJECT: Letter of Representation Regarding Corporate Restructuring

Dear Shareholder,

The Board of Directors of [Company Name] (the "Company") is writing to formally represent and outline the details of a planned corporate restructuring approved on [Date of Board Approval].

1. Purpose of Restructuring

The primary objectives of this restructuring are to [Objective, e.g., improve operational efficiency, reduce debt, or facilitate new investment]. The Board believes these changes are in the best long-term interests of the Company and its shareholders.

2. Nature of the Change

The restructuring will involve [Description of change, e.g., a merger, a change in legal entity status, or the creation of a holding company]. Specifically, [Detailed action].

3. Impact on Shareholdings

As a result of this restructuring:

- [Describe share conversion, e.g., Shares in Entity A will be exchanged for shares in Entity B at a 1:1 ratio].
- Your voting rights will [remain the same / be modified as follows].
- Dividend policies will [remain unchanged / be adjusted as follows].

4. Representations by Management

The Company represents that this restructuring has been conducted in compliance with all applicable corporate laws and the Company's Bylaws. All necessary financial audits and regulatory filings related to this transition [have been completed / are in progress].

5. Action Required

[Action needed, e.g., Please sign and return the attached consent form by [Date] / No immediate action is required at this time].

6. Access to Information

Detailed documentation regarding the restructuring plan is available for review at [Location/Link] or by contacting the Investor Relations office at [Phone/Email].

Sincerely,

[Signature]

[Name of Authorized Representative]

[Title, e.g., Chief Executive Officer / Chairman]

[Company Name]