

[Law Firm/Practitioner Name]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

To: The Shareholders of [Company Name]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

Subject: Notice of Legal Representation regarding Insolvency/Bankruptcy Proceedings

Dear Shareholders,

Please be advised that **[Law Firm Name/Attorney Name]** has been formally retained to represent **[Company Name]** (the "Company") in connection with its current financial restructuring and pending insolvency proceedings under **[Applicable Law/Code, e.g., Chapter 11 or Insolvency Act]**.

The purpose of this letter is to notify you of our representation and to provide the following information:

- 1. Representation:** Our firm represents the interests of the corporate entity. We do not represent individual shareholders, directors, or officers in their personal capacities unless a separate engagement agreement is in place.
- 2. Current Status:** The Company has initiated **[Type of Proceeding]** on **[Date]**. This action was taken by the Board of Directors to preserve the value of the Company's assets for the benefit of all stakeholders.
- 3. Shareholder Rights:** Under the current insolvency framework, the rights of equity holders are subordinate to the claims of secured and unsecured creditors. At this stage, dividends are suspended, and the transfer of shares may be restricted by court order.
- 4. Communication:** Future updates regarding the progress of the insolvency case, including court dates and reorganization plans, will be provided via **[Company Website/Investor Portal/Court Docket]**. Please direct all legal inquiries regarding the Company's status to our office.
- 5. Personal Legal Advice:** Because the Company is insolvent, we strongly recommend that you consult with your own independent legal and financial advisors to determine how these proceedings affect your personal investment and tax position.

Sincerely,

[Signature]

[Name of Lead Attorney]

[Title/Partner]

[Law Firm Name]