

[Company Letterhead / Logo Placeholder]

[Date]

[Shareholder Name]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

Account Number: [Account Number]

Subject: Confirmation of Partial Allocation - Dividend Reinvestment Plan (DRIP)

Dear [Shareholder Name],

This letter serves as formal advice regarding your participation in the [Company Name] Dividend Reinvestment Plan (DRIP). Based on your recent election, we have updated your account to reflect a **Partial Allocation** for dividend distributions.

Current Election Details:

- **Total Shares Held:** [Total Number]
- **Shares Designated for Reinvestment:** [Number of Shares]
- **Shares Designated for Cash Payment:** [Number of Shares]

How this works:

Dividends earned on the shares designated for reinvestment will be used to purchase additional shares of [Company Name] common stock. Dividends earned on the remaining shares will be paid to you in cash via your preferred payment method (check or electronic transfer).

This allocation will remain in effect for all future dividend payments until we receive written notification of a change in your instructions. You may update your election at any time by contacting our transfer agent or logging into your shareholder portal at [Website URL].

If you have any questions regarding this advisory or your account status, please contact our Shareholder Services department at [Phone Number] or [Email Address].

Thank you for your continued investment in [Company Name].

Sincerely,

[Authorized Signature]

[Name of Officer]

[Title]

[Company Name]