

[Company Name]  
[Address Line 1]  
[Address Line 2]  
[City, State, Zip Code]  
[Date]

**RE: Advisory Regarding Special Cash Dividend Reinvestment Plan (DRIP)**

Dear Shareholder,

On [Date of Declaration], the Board of Directors of [Company Name] declared a one-time special cash dividend of \$[Amount] per share. This dividend is payable on [Payment Date] to shareholders of record as of the close of business on [Record Date].

As a participant in our Dividend Reinvestment Plan (DRIP), this letter serves to advise you of your options regarding this special distribution:

**Option 1: Automatic Reinvestment**

If you take no action, your special cash dividend will be automatically reinvested into additional common shares of [Company Name] at the prevailing market price, in accordance with the standard terms of the DRIP.

**Option 2: Cash Payment**

If you prefer to receive this special dividend in cash rather than reinvesting it, you must submit a formal "Opt-Out" request. Your request must be received by [Deadline Date/Time].

**Tax Implications**

Please be advised that the reinvestment of dividends does not relieve you of any tax obligations. The special dividend is generally treated as taxable income in the year it is paid. We recommend consulting with a tax advisor regarding your specific situation.

To change your election or for further information, please contact our Transfer Agent, [Transfer Agent Name], at [Phone Number] or via their website at [URL].

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

Sincerely,

[Name/Signature]  
[Title]  
[Company Name]