

Date: [Insert Date]

To:

[Name of Registrar/Transfer Agent/Finance Department]

[Address Line 1]

[Address Line 2]

Subject: Order to Suspend Dividend Payments

Dear [Name of Contact Person or Department],

This letter serves as a formal instruction to suspend the payment of dividends for the following account/security:

- **Shareholder Name:** [Insert Name]
- **Account Number:** [Insert Account Number]
- **Type of Shares:** [e.g., Common/Preferred]
- **Effective Date:** [Insert Date]

Please ensure that all future dividend distributions related to the aforementioned account are withheld and held in suspense until further written notice is provided by an authorized representative of this company.

The reason for this suspension is [Insert Brief Reason, e.g., pending legal dispute, internal audit, or board resolution].

Please acknowledge receipt of this instruction and confirm once the suspension has been applied to the system.

Sincerely,

[Signature]

[Printed Name]

[Job Title]

[Company Name]